

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Courtesy Notice: Outstanding Balance for Account #[Account Number]**

Dear [Recipient Name],

This is a friendly reminder that our records show an outstanding balance on your account. According to our files, the following invoice(s) remain unpaid:

- Invoice #[Invoice Number] - Date: [Date] - Amount: \$[Amount]
- Invoice #[Invoice Number] - Date: [Date] - Amount: \$[Amount]

**Total Outstanding Balance: \$[Total Amount]**

We understand that notices can sometimes be overlooked. If you have already sent your payment, please disregard this letter and accept our thanks.

If you have not yet made the payment, we kindly ask that you do so at your earliest convenience. You can make a payment via [Payment Method: e.g., online portal, check, or phone].

If you are experiencing any difficulties or have questions regarding these charges, please contact our billing department at [Phone Number] so we can assist you.

Thank you for your prompt attention to this matter and for your continued business.

Sincerely,

[Your Name/Department]  
[Your Company Name]