

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

[Date]

[Customer Name]  
[Company Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: NOTICE OF OUTSTANDING BALANCE - [Software Name] Subscription**

Dear [Customer Name],

This letter is to inform you that we have not yet received payment for your [Software Name] subscription. Our records indicate that your account currently has an overdue balance.

**Account Details:**

- **Account Number:** [Account Number]
- **Invoice Number(s):** [Invoice Number]
- **Invoice Date:** [Date of Invoice]
- **Due Date:** [Due Date]
- **Total Amount Due:** \$[Amount]

To ensure uninterrupted access to your software services, please remit payment at your earliest convenience. You can pay your balance through our online portal at [URL] or by contacting our billing department.

If payment has already been sent, please disregard this notice. If you believe there is an error regarding this balance, or if you are experiencing difficulties making a payment, please contact us immediately at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Your Company Name]