

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

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

**Subject: Friendly Reminder: Outstanding Balance for Account [Account Number]**

Dear [Recipient Name],

This letter serves as a friendly first reminder regarding your account. Our records indicate that there is an outstanding balance of \$[Amount] for invoice #[Invoice Number], which was due on [Due Date].

We understand that life can get busy and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice and thank you for your prompt attention.

If you have not yet made the payment, we kindly ask that you do so at your earliest convenience. You can pay via [Mention Payment Methods: e.g., online portal, check, or bank transfer].

If you are experiencing any difficulties or have questions regarding this invoice, please contact us at [Phone Number] or [Email Address] so we can assist you.

Thank you for your valued business.

Sincerely,

[Your Name/Signature]  
[Your Title]