

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

[Date]

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

Subject: Itemized Breakdown of Unpaid Fees - Account #[Account Number]

Dear [Recipient Name],

This letter serves as a formal notice regarding the outstanding balance on your account. As of [Current Date], our records indicate that the total amount due is \$[Total Amount].

Please find the itemized breakdown of these unpaid fees below:

Date of Service/Invoice	Description of Fee	Invoice Number	Amount Due
[Date 1]	[Description 1]	[Invoice #1]	\$[Amount 1]
[Date 2]	[Description 2]	[Invoice #2]	\$[Amount 2]
[Date 3]	[Late Fee/Penalty]	[Invoice #3]	\$[Amount 3]
Total Balance Outstanding:			\$[Total Amount]

Payment is requested by [Due Date]. You may submit your payment via [Payment Method: Check, Credit Card, Online Portal].

If you have already sent your payment, please disregard this notice. If you believe there is an error in this breakdown or if you would like to discuss a payment plan, please contact our office at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]