

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

[Date]

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

RE: NOTICE OF OUTSTANDING BALANCE - [Invoice Number/Account Number]

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding your outstanding balance with [Your Company Name]. According to our records, your account is currently past due.

The details of the debt are as follows:

- **Invoice Number:** [Number]
- **Invoice Date:** [Date]
- **Original Due Date:** [Date]
- **Total Amount Owed:** \$[Amount]

Despite previous reminders, we have not yet received payment. We request that you remit the full amount of \$[Amount] by [Deadline Date, e.g., 10 days from today].

Please send your payment to the following address:

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

If payment has already been sent, please disregard this notice. If you have any questions or are experiencing difficulties making payment, please contact us immediately at [Phone Number] to discuss a potential payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

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