

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

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

Subject: Notice of Outstanding Balance - Account #[Account Number]

Dear [Customer Name],

This letter is to inform you that our records show an outstanding balance on your account. As of [Current Date], the total amount overdue is **#[Amount]**.

The balance is associated with the following invoice(s):

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

We kindly request that you make a payment at your earliest convenience. You can complete your payment via [Payment Method, e.g., online portal, check, or phone].

If you have already sent your payment, please disregard this notice. If you believe there is an error in our records or if you are experiencing difficulties making a payment, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Company Name]