

Date: [Insert Date]

To: [Recipient Name]

Account Number: [Insert Account Number]

Subject: Instructions for Submitting Outstanding Balances

Dear [Recipient Name],

Our records indicate that there is an outstanding balance of **\$[Insert Amount]** on your account. Please follow the instructions below to submit your payment and bring your account up to date.

Payment Options:

- **Online Payment:** Visit our portal at [Insert Website URL] and log in to your account. Select the "Make a Payment" option.
- **Bank Transfer (ACH/Wire):** Use the following details:
Bank Name: [Insert Bank Name]
Routing Number: [Insert Routing Number]
Account Number: [Insert Account Number]
- **Check by Mail:** Please make checks payable to **[Insert Company Name]** and mail them to:
[Insert Mailing Address]

Deadline: To avoid late fees or service interruptions, please ensure payment is received by [Insert Due Date].

If you have already made this payment, please disregard this notice. If you have any questions or believe there is an error, contact our billing department at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]