

[Date]

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

**Subject: NOTICE OF OUTSTANDING BALANCE - EARLY TERMINATION**

Dear [Recipient Name],

This letter serves as a formal notice regarding the outstanding balance on your account following the early termination of your agreement dated [Original Contract Date] for [Service/Property Description].

As per the terms of your contract, the early termination has resulted in the following charges:

- Remaining Contract Balance: \$[Amount]
- Early Termination Fee: \$[Amount]
- Outstanding Service Fees: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please remit the total payment of **\$[Total Amount]** by [Due Date] to avoid further collection actions or late penalties. Payments can be made via [Payment Method].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]  
[Title]  
[Contact Information]