

[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 TOTAL OUTSTANDING BALANCE DUE IMMEDIATELY

Account Number: [Your Account Number]
Total Amount Due: \$[0.00]

Dear [Recipient Name],

Our records indicate that your account is currently past due. Despite previous reminders, we have not received the required payment to bring your account up to date.

This letter serves as a formal demand for the **total outstanding balance of \$[Amount]**. This full amount is required immediately to avoid further action, which may include the suspension of services, the accrual of additional interest/late fees, or the referral of your account to a collection agency.

Please submit your payment by [Deadline Date] via one of the following methods:

- [Payment Method 1: e.g., Online Portal Link]
- [Payment Method 2: e.g., Bank Transfer Details]
- [Payment Method 3: e.g., Check by Mail]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a payment arrangement, please contact our billing department immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]