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

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

Subject: NOTICE OF OUTSTANDING BALANCE

Dear [Recipient Name],

This letter is to inform you that your account currently has an outstanding balance of **$[Amount]**. According to our records, this payment was due on [Due Date] and is now [Number] days past due.

Account Details:

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

Please submit your payment immediately to bring your account up to date. You can make a payment via [Payment Method: Check, Online Portal, Bank Transfer].

If you have already sent your payment, please disregard this notice. If you have any questions or believe there is an error regarding this balance, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]