

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

[Date]

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

Subject: Outstanding Balance Notice - Invoice #[Invoice Number]

Dear [Customer Name],

This letter is a formal reminder regarding an outstanding balance on your account. According to our records, your payment for invoice #[Invoice Number], dated [Invoice Date], is now overdue.

The total amount currently outstanding is: **#[Amount Due]**.

We request that you settle this balance at your earliest convenience. You can make a payment via [Payment Method: e.g., Bank Transfer, Credit Card, Check].

Please find the payment details below:
Account Name: [Your Name/Company]
Account Number: [Account Number]
Reference: [Invoice Number]

If you have already sent your payment, please disregard this notice. If there are any discrepancies or if you are experiencing difficulties making this payment, please contact us immediately so we can discuss a solution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]