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

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

RE: Notice of Outstanding Account Balance

Dear [Recipient Name],

This letter is a formal reminder regarding the outstanding balance on your account, [Account Number]. According to our records, your account is currently past due.

The details of the unpaid balance are as follows:

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

We request that you submit payment for the total amount by [Payment Deadline Date]. You may complete your payment through any 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 or believe there is an error in our records, please contact our billing department at [Phone Number] or [Email Address] immediately to discuss a payment plan or resolution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Job Title]
[Your Company Name]