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

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

Subject: NOTICE OF OUTSTANDING BALANCE AND FINANCIAL RESPONSIBILITY

Dear [Recipient Name],

This letter serves as a formal notice regarding an outstanding balance on your account, [Account Number]. According to our records, your account is currently past due in the amount of $[Amount].

Despite previous notifications, we have not received payment for the following invoice(s):

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

Please be advised that per your signed agreement, you maintain full financial responsibility for all services rendered. We request that you remit payment in full by [Due Date] to bring your account back into good standing.

Payment Options:

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: Please send a check to the address listed at the top of this letter.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship or believe there is an error regarding this balance, please contact our billing department immediately at [Phone Number] to discuss a payment arrangement.

Failure to address this balance may result in [further action, e.g., suspension of services / referral to a collection agency].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]