

# Payment Request for Previous Balance

Date: [Insert Date]

To,

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the payment of the outstanding balance of [Amount] that is due as of [Due Date]. This balance is in reference to [brief description of the services/products provided].

The details of the outstanding balance are as follows:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Amount Due: [Amount]

I would appreciate it if you could process this payment at your earliest convenience. If you have already made this payment, please disregard this notice. For any inquiries, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

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