

Outstanding Payment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your payment for invoice #[Invoice Number], which was due on [Due Date], has not been received. As of today, the amount of \$[Amount Due] remains outstanding.

Please let us know if there are any issues that have prevented this payment from being made. We value your business and would like to resolve this matter promptly.

We kindly request that you make the payment by [New Due Date] to avoid any late fees or service interruptions.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]