

Outstanding Balance Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an outstanding balance on your account with us. As of [Date], the total amount due is [Amount]. This balance is a result of [brief explanation of the reasons for the balance].

For your convenience, we have provided the details below:

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

Please ensure that the payment is made by the due date to avoid any late fees. Should you have any questions or wish to discuss your account, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]