

Outstanding Dues Request

Date: [Insert Date]

To,

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on the outstanding payment that is currently due. According to our records, the total amount of [Insert Amount] has not yet been received for [Insert Service/Product] provided on [Insert Date of Service/Product].

We appreciate your attention to this matter and kindly request that you arrange for the payment by [Insert Due Date]. If you have already sent the payment, please disregard this notice. Otherwise, please let us know if there are any issues we can assist you with to expedite this process.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]