

Outstanding Balance Notice

Dear [Customer's Name],

We hope this message finds you well. We want to bring to your attention that your account with us has an outstanding balance of **[\$Amount]** that is currently overdue.

Details of the outstanding balance:

- Invoice Number: [Invoice Number]
- Due Date: [Due Date]
- Amount Due: **[\$Amount]**

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

If you have already submitted your payment, please disregard this notice. Should you have any questions or concerns, feel free to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Company Contact Information]