

Outstanding Balance Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your account with us currently has an outstanding balance of [Insert Amount]. This balance is due on [Insert Due Date].

Please find a summary of the outstanding charges below:

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

We kindly request that you settle this outstanding balance by the due date to avoid any late fees or service interruptions.

If you have already made this payment, please disregard this notice. Should you have any questions or require further information, feel free to contact our billing department at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]