

# Follow-Up Notice for Unpaid Account

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding balance of [Insert Amount] on your account, which was due on [Insert Due Date].

As of today, we have not yet received payment. We kindly request that you review your records and address this matter at your earliest convenience.

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate if you could arrange for the payment to be made by [Insert New Due Date].

If you have any questions or need assistance, please feel free to contact us at [Insert Phone Number] or [Insert Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]