

Dear [Client's Name],

I hope this message finds you well. I am writing to remind you about the outstanding balance on your account, which currently stands at [amount]. According to our records, this payment was due on [due date].

Please let us know if you have already processed this payment or if you have any questions regarding your account. We appreciate your prompt attention to this matter and look forward to resolving it soon.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]