

# Outstanding Shipping Charges Notification

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that there are outstanding shipping charges associated with your recent orders with us.

Order Number: [Insert Order Number]

Invoice Total: [Insert Invoice Amount]

Outstanding Shipping Charges: [Insert Outstanding Amount]

Please remit payment for the above outstanding amount at your earliest convenience to avoid any disruptions in your service. For your convenience, you can make the payment using the following options:

- Online Payment: [Insert Payment Link]
- Bank Transfer: [Insert Bank Details]

If you have any questions or believe this notice has been sent in error, please do not hesitate to contact our billing department at [Insert Contact Email] or [Insert Contact Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]