

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Balance Due Notification**

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as a reminder that your account with us has a balance due. As of [Insert Date], the total amount outstanding is [Insert Amount].

For your reference, the details of the balance are as follows:

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

We kindly ask that you remit payment by [Insert Due Date] to avoid any late fees or service interruptions. Attached to this letter are the payment options available to you.

If you have already made the payment or have any questions regarding this balance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]