

# Outstanding Payment Statement

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal reminder regarding the outstanding payment on your account. As of the date mentioned above, our records indicate that the following invoice remains unpaid:

<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Due Date</b>	<b>Amount Due</b>
[Invoice Number]	[Invoice Date]	[Due Date]	[Amount Due]

We kindly request that you review your records and arrange for payment at your earliest convenience. If you have already sent payment, please disregard this notice. Otherwise, please make the payment by the due date to avoid any late fees.

If you have any questions or need further assistance, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]