

Pending Balance Alert

Dear [Customer Name],

We hope this message finds you well. This is a friendly reminder regarding your pending balance of **[\$Amount]** on your account.

Please ensure that this balance is settled by **[Due Date]** to avoid any late fees or service interruptions.

If you have any questions or need assistance, feel free to reach out to us at [Contact Information].

Thank you for your prompt attention to this matter.

Best regards,

[Your Company Name]

[Your Company Contact Information]