

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the outstanding balance on your account, which was due on [Due Date]. As of today, the amount of [Amount Due] remains unpaid.

We understand that oversights happen and would like to give you a gentle reminder to settle the balance at your earliest convenience. If you have any questions or need assistance regarding the payment, please don't hesitate to reach out to us.

Thank you for your attention to this matter. We greatly appreciate your prompt response.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]