

Collection Letter for Unpaid Balance

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We hope this message finds you well. We are writing to remind you that your account with us is currently showing an outstanding balance of [Amount Due]. This balance was due on [Due Date].

Please find the details of the unpaid invoice below:

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

We kindly request that you remit payment as soon as possible to avoid any late fees or disruption of services. If you have already sent your payment, please disregard this notice.

If you have any questions or concerns regarding this matter, feel free to contact us at [Phone Number] or [Email Address]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]