

# Outstanding Balance Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a formal notice regarding the outstanding balance on your account with us. As of [Insert Date], your total outstanding balance is [Insert Amount].

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

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

Please make the payment by [Insert Final Payment Date] to avoid any late fees or interruptions in service. Payment can be made via [Insert Payment Methods].

If you have already made this payment, please disregard this notice. If you have any questions regarding your account or this notice, feel free to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]