

Dear [Recipient's Name],

I hope this message finds you well! I wanted to reach out to follow up regarding our previous discussions about the outstanding balance of [amount] that remains on your account.

We truly appreciate your past business and understand that sometimes circumstances can cause delays. If there's anything we can do to assist you in resolving this matter, please let us know.

Thank you for your attention to this matter. We look forward to your response!

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]