

## **Reminder: Unpaid Balance Settlement Request**

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder regarding the unpaid balance of [amount] that remains outstanding on your account, which was due on [due date].

We understand that oversights can happen, and we would like to assist you in settling this matter as soon as possible. Please check your records, and if you have already made this payment, kindly disregard this notice.

If not, we would appreciate if you could address the payment by [new deadline]. Please feel free to reach out should you have any questions or require further assistance.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]