

Account Balance Reminder

Dear [Customer's Name],

We hope this message finds you well. This is a friendly reminder regarding your retail account balance with us.

Your Current Balance: \$[Account Balance]

We kindly ask you to settle this amount by [Due Date] to avoid any late fees or interruptions to your account services.

If you have already made your payment, please disregard this notice. For any inquiries, feel free to reach out to us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]