

# Reminder for Outstanding Balance

Dear [Client's Name],

This is a friendly reminder regarding your outstanding balance of [amount] for the invoice dated [invoice date]. Our records indicate that this amount remains unpaid.

We understand that oversights happen, and we would appreciate your prompt attention to this matter. Please remit the payment by [final payment date] to avoid referral to collections.

If you have already sent your payment, please disregard this notice. If you have any questions or need to discuss your account, feel free to contact us at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]