

# Follow-Up on Outstanding Agreement Balance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the outstanding balance related to our agreement dated [Insert Agreement Date]. As of today, the total amount due is [Insert Amount], and the payment was due on [Insert Due Date].

We understand that oversights can happen, and we would appreciate your prompt attention to this matter. Please let us know if you have already made the payment or if there are any issues that we can assist you with.

Thank you for your cooperation. We look forward to your reply.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]