

Outstanding Balance Collection

Dear [Supplier's Name],

We hope this message finds you well. We are writing to remind you of your outstanding balance with us, currently amounting to [Amount]. This balance has been outstanding since [Date].

We kindly request that you process this payment by [Due Date] to avoid any disruptions in our ongoing business relationship. Our payment details are as follows:

- Bank Name: [Bank Name]
- Account Number: [Account Number]
- Reference: [Invoice Number]

If you have already sent the payment, please disregard this notice. Otherwise, please let us know if you need any further information or assistance regarding this matter.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]