

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the outstanding balance on your account with us. As of [date], our records indicate an amount of [amount] that remains unpaid.

We understand that oversights can happen, and we appreciate your attention to this matter. If you have already made the payment, please disregard this message. Otherwise, we kindly request that you settle the balance at your earliest convenience.

If you need any assistance or have questions regarding your payment, please do not hesitate to reach out to us at [contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]