

Subject: Friendly Reminder: Outstanding Balance

Dear [Recipient's Name],

I hope this message finds you well! I wanted to take a moment to follow up regarding the outstanding balance of [Amount] that was due on [Due Date]. We understand that things can get busy, and it's easy to overlook these things.

If you have already made the payment, please disregard this message. Otherwise, we kindly ask that you settle this matter at your earliest convenience.

Please feel free to reach out if you have any questions or if there's anything we can assist you with regarding this payment.

Thank you for your attention to this matter!

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]