

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Address
City, State, ZIP Code

Subject: Follow-Up on Outstanding Debt

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the outstanding balance of [amount] for invoice number [invoice number], which was due on [due date]. Despite our earlier communication, we have yet to receive payment or hear from you regarding this matter.

Please consider this a gentle reminder to settle the outstanding amount at your earliest convenience. If you have already sent the payment, please disregard this notice. However, if you need to discuss the situation further or require assistance, feel free to contact me directly at [your phone number] or [your email address].

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]