

Outstanding Balance Request

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to kindly remind you of the outstanding balance on your account with us. As of today, the total amount due is [Insert Amount], which pertains to invoice number [Insert Invoice Number] dated [Insert Invoice Date].

According to our records, payment was due on [Insert Due Date]. We would appreciate it if you could arrange for payment at your earliest convenience to avoid any late fees or interruptions in service.

If you have already sent your payment, please disregard this notice. Otherwise, please let us know if you have any questions or if there is anything we can assist you with regarding this matter.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]