

[Date]

[Name of Contact Person]
[Address of Contact Person]

Re: Outstanding Account

Dear [Name],

This is a reminder that your account balance of [0.00 USD] was overdue as of [Date]. I have attached a statement of account for your reference.

Kindly arrange payment of this account within the day of if you cannot make a full payment at this time, please contact us to make a payment arrangement that is mutually acceptable.

We appreciate your prompt response to this matter. If you have any queries regarding the statement of account, please do not hesitate to contact our office at your earliest convenience.

If payment has already been made prior to the receipt of this notice, please accept our thanks and ignore this reminder.

Warm regards,

[Name]
[Position]
[Company]

