[Name of Recipient]

[Address of the Recipient]

Date:

**Subject: Outstanding Amount Reminder**

Dear Mr. / Mrs. [Name of the Recipient],

While reviewing customer accounts, I have noticed that a sum of [mention Amount] is past due on your account with our company [mention Company Name]. The amount is currently [mention Number of Days] days past due. The details of the amount are:

Invoice Number:

Invoice Date:

Invoice Amount:

Description:

So, it is requested that you pay this outstanding amount within the next [mention Number of Days] days. However, if you have already paid the aforesaid amount, then please ignore this letter. Feel free to contact us for any details or queries.

Thanking you in anticipation.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]