

PAYMENT REMINDER LETTER

From: _____
To: _____

Subject:

Payment Reminder for Outstanding Balance

Dear Customer,

This letter serves as a formal reminder that your account with us currently has an outstanding balance that is due for payment. We value your business and wish to resolve this matter amicably and promptly.

Please find below the details of the outstanding payment and instructions on how to remit the amount owed. If you have already made the payment, please disregard this notice.

Account Information:

Account Holder Name: _____
Account Number: _____
Invoice Number(s): _____
Outstanding Amount (USD): _____ USD

Payment Instructions:

Please remit payment in full using one of the following methods:

1. Wire Transfer: Please send the payment to the following bank account details: - Bank Name: _____ - Account Name: _____ - Account Number: _____ - Routing Number: _____
2. Check: Please mail a check payable to _____ to the address below:

3. Online Payment: Visit our website at _____ to make a secure payment.

If you have questions or require assistance, please contact our billing department immediately.

Late Payment and Legal Notice:

Please be advised that failure to remit payment within 15 days of receipt of this letter may result in additional late fees, interest charges, and/or referral of your account to a collection agency or attorney for legal action.

This Payment Reminder Letter constitutes a demand for payment and is intended to be legally binding and enforceable under the laws of the United States of America.

We urge you to treat this matter with the urgency it requires to avoid any unnecessary consequences.

Contact Information:

Billing Department Phone Number: _____
Billing Department Email: _____

Sincerely,

_____ Authorized Representative Company Name Address Line 1 Address Line 2
Phone: _____ Email: _____

SENDER'S SIGNATURE

RECIPIENT'S ACKNOWLEDGEMENT

Signature: _____

Signature: _____

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