Date

To

[Customer Name]  
[City State, ZIP]  
[Contact Information]

Subject: Request letter for outstanding bill

Dear Sir,

With reference to the subject cited above, I am directed to inform you on behalf of my company that an outstanding balance of $1000 is lying unpaid from your side as being indicated by company records. Due date has passed, and we have not received this payment yet. For your convenience, a copy of the invoice is enclosed with this letter.

If you think that you have paid the said amount, ignore this letter, and accept our apology. Otherwise, pay it that has been past due by 15-05-20XX. You are further informed as per our written agreement that if your outstanding balance stays longer than 30 days, you will have to pay an extra 10 percent of that amount.

I hope you will cooperate with us and make the payment at your earliest convenience.

Regards,

Anderson.