Date

To

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

Subject: Request letter for outstanding bill

Dear Sir,

I am writing this letter as a request to remind you about an outstanding amount of $1000 that is yet to be paid. As per our records, this amount was to be paid by the 1st of May, 20XX but we have not received it yet. We are pleased to provide you 15 more days to clear your outstanding amount in order to continue with our services and facilities.

If you still think that you will not be able to pay this outstanding amount by the stated period, talk to us about the idea that it is more convenient for you to pay the amount. We can further extend the due date by 15 days or facilitate you in terms of installments to make your outstanding balance clear. Whatever suits you best, let us know as soon as possible.

Regards,

Watson Lee.