

BALANCE DUE LETTER

To: _____

From: _____

Account and Invoice Information:

Account Name: _____

Account Number: _____

Invoice Number: _____

Balance Details:

Original Amount Due: _____ USD

Payments Received: _____ USD

Balance Due (Outstanding): _____ USD

Payment Instructions:

Please remit payment of the balance due to the address or account specified below. Payments must be made in USD and received promptly to avoid any late fees or further collection actions. If you have already made payment, please disregard this notice.

Accepted Payment Methods:

- Check or Money Order payable to the Company
- Wire Transfer to the account detailed below
- Credit/Debit Card via authorized payment portal
- Electronic Funds Transfer (EFT)

Company Remittance Address:

Company Name: _____

Street Address: _____

City, State ZIP: _____

Phone: _____

Wire Transfer Information:

Bank Name: _____

Bank Address: _____

Account Name: _____

Account Number: _____

Routing Number: _____

Legal and Miscellaneous:

This letter constitutes a formal demand for payment of the balance due. Failure to remit the outstanding balance promptly may result in additional charges, interest, and/or collection efforts as permitted under applicable United States law. Payments received after any applicable due date may be subject to late fees. If you dispute any portion of this balance, please contact the undersigned promptly to discuss. This letter does not waive any rights or remedies available to the Company under contract or law.

Contact Information for Questions:

Name: _____

Title: _____

Phone: _____

Email: _____

Authorized Signature

Signature: _____ Date: _____

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