

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: FIRST NOTICE: Overdue Payment for Catering Services

Dear [Client Name],

This letter is a friendly reminder regarding the outstanding balance on your account for catering services provided on [Date of Event/Service].

According to our records, the following invoice remains unpaid:

- **Invoice Number:** [Invoice #]
- **Invoice Date:** [Date]
- **Due Date:** [Due Date]
- **Total Amount Due:** \$[Amount]

We value your business and understand that invoices can sometimes be overlooked. If you have already sent your payment, please disregard this notice. Otherwise, we kindly ask that you settle the balance by [New Due Date/Number of Days].

Payments can be made via [List Payment Methods, e.g., Credit Card, Bank Transfer, Check].

If you have any questions regarding this invoice or if there is a discrepancy we should be aware of, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]