

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

[Date]

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

Subject: Outstanding Invoice for Catering Services - [Invoice Number]

Dear [Client Name],

This is a friendly reminder that we have not yet received payment for invoice #**[Invoice Number]**, which was issued on [Date of Invoice] for the catering services provided on [Event Date].

According to our records, the balance of **[\$[Total Amount]]** is now past due. We have attached a copy of the invoice to this letter for your reference.

We understand that sometimes invoices can be overlooked. If you have already sent the payment, please disregard this notice. Otherwise, we kindly ask that you settle the balance at your earliest convenience.

You can make a payment via:

- [Payment Method 1, e.g., Credit Card Link]
- [Payment Method 2, e.g., Bank Transfer Details]
- [Payment Method 3, e.g., Check payable to...]

If you have any questions regarding the invoice or if there is any reason payment is being delayed, please contact us at [Phone Number] or [Email Address] so we can assist you.

Thank you for your prompt attention to this matter and for choosing [Your Catering Company Name].

Sincerely,

[Your Name/Accounts Receivable]
[Your Catering Company Name]