

[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 Invoice #[Invoice Number]

Dear [Client Contact Name],

This is a friendly reminder that we have not yet received payment for the catering services provided for your event, [Event Name], held on [Event Date].

Our records indicate that Invoice #[Invoice Number], issued on [Date Issued] for the amount of \$[Total Amount Due], is now [Number] days past due.

We understand that invoices can sometimes be overlooked. We would appreciate it if you could settle the outstanding balance at your earliest convenience. If you have already sent the payment, please disregard this notice.

For your convenience, I have attached a copy of the invoice to this letter. Payment can be made via [Payment Method: Check, Credit Card, Bank Transfer].

If there are any issues or if you have questions regarding the invoice, please contact our billing department at [Phone Number] or [Email Address] so we can resolve the matter quickly.

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

Sincerely,

[Your Name]
[Your Title]