

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

[Date]

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

Subject: NOTICE OF OVERDUE PAYMENT - Invoice #[Invoice Number]

Dear [Client Name],

This letter is a formal reminder regarding the outstanding balance for catering services provided on [Date of Event] for [Event Name/Type].

According to our records, payment for invoice #[Invoice Number] was due on [Due Date]. As of today, we have not received the total amount of \$[Total Amount Due].

We value your business and understand that such matters can sometimes be overlooked. We kindly request that you settle this balance within [Number, e.g., 5] business days. Please find a copy of the original invoice attached for your reference.

Payment can be made via:

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

If you have already sent your payment, please disregard this notice. If there is a discrepancy or if you are experiencing financial difficulties, please contact us immediately at [Phone Number] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]