

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

[Date]

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

**Subject: INVOICE OVERDUE: Food Services for [Event Name]**

Dear [Client Name],

This letter is a friendly reminder regarding the outstanding balance for the food services provided at your event, [Event Name], held on [Event Date].

According to our records, Invoice #[Invoice Number], dated [Invoice Date], remains unpaid. The total amount due is \$[Amount Due]. This balance was originally due on [Due Date].

We understand that invoices can sometimes be overlooked. We would appreciate it if you could settle this account at your earliest convenience. For your reference, I have attached a copy of the original invoice to this letter.

**Payment can be made via:**

[Insert Payment Method: e.g., Check, Credit Card, Bank Transfer, Online Link]

If payment has already been sent, please disregard this notice. If you have any questions or if there is a discrepancy regarding this invoice, please contact me directly at [Phone Number] so we can resolve the matter.

Thank you for your prompt attention to this matter and for choosing our services.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]