

Date: [Insert Date]

To:

[Contact Name/Accounts Payable]

[Client Company Name]

[Company Address]

[City, State, Zip Code]

From:

[Your Catering Company Name]

[Your Address]

[Your Phone Number]

[Your Email]

RE: NOTICE OF UNPAID INVOICE FOR CATERING SERVICES

Dear [Contact Name],

This letter serves as a formal demand for payment regarding catering services provided by [Your Catering Company Name] for your event, "[Event Name]," held on [Event Date].

According to our records, the following invoice is now past due:

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

As of today, we have not received the outstanding balance. We request that you remit payment in full within [Number, e.g., 7 or 10] business days of the date of this letter.

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

If payment has already been sent, please disregard this notice. If there is an issue regarding the services provided or the invoice details, please contact us immediately to resolve the matter.

Thank you for your prompt attention to this overdue account.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Catering Company Name]