

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: Reminder: Outstanding Settlement for Milestone [Milestone Number/Name]

Dear [Client Contact Name],

I am writing to follow up on the payment for **Milestone [Milestone Number/Name]** regarding the **[Project Name]** project.

According to our records, this milestone was completed and approved on [Completion Date]. As per our agreement, the settlement of [Amount Due] was due on [Due Date]. As of today, we have not yet received the funds.

Please find the attached invoice [Invoice Number] for your reference. If the payment has already been sent, please disregard this notice.

Otherwise, I kindly request that you settle the outstanding balance by [Proposed New Date] to ensure the project continues to progress according to our scheduled timeline.

If there are any issues regarding the payment process or if you require any further documentation, please let me know as soon as possible.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title/Position]
[Your Phone Number]