

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

[Date]

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

Subject: Advisory: Outstanding Payment for Milestone [Milestone Number/Name]

Dear [Client Contact Name],

This is a friendly reminder regarding the invoice for the completion of Milestone [Milestone Number/Name] for the project [Project Name]. Our records indicate that Invoice #[Invoice Number], issued on [Date], is now past its due date of [Due Date].

As per our agreement, payment for this milestone is required to ensure the continued progress of the project. Please find a copy of the invoice attached for your reference.

Outstanding Amount: [Amount Due]

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience to avoid any potential impact on the upcoming project schedule.

If there are any issues or if you have questions regarding the invoice, please contact us immediately so we can resolve them.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title]