

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

[Date]

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

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

Dear [Client Name],

This is a friendly reminder that we have not yet received payment for the milestone installment: **[Milestone Name/Number]**, which was due on **[Due Date]**.

According to our records, invoice number **[Invoice Number]** for the amount of **[\$Amount]** remains unpaid. We understand that project schedules can be busy, and this may have simply been overlooked.

Please arrange for payment at your earliest convenience. If you have already sent the payment, please disregard this notice.

Attached is a copy of the original invoice for your reference. If there are any issues or if you need to discuss a payment plan, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter and for your continued business.

Sincerely,

[Your Name]
[Your Title]