

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

[Date]

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

Subject: First Notice: Overdue Payment for Milestone [Milestone Number/Name]

Dear [Client Name],

This is a friendly reminder that we have not yet received payment for Milestone [Milestone Number/Name], which was completed on [Completion Date].

According to our records, Invoice #[Invoice Number], issued on [Invoice Date] for the amount of \$[Amount Due], is now [Number] days past due. The original due date for this payment was [Due Date].

Attached is a copy of the invoice for your reference. If you have already sent the payment, please disregard this notice.

If there are any issues or if you require any clarification regarding this milestone, please let me know as soon as possible. Otherwise, I would appreciate it if you could settle the outstanding balance by [Proposed New Date] to ensure the project remains on schedule.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]