

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

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

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

Dear [Customer Name],

This letter is a formal reminder regarding an outstanding balance on your account for **[Project Name/Contract Number]**.

According to our records, the payment for **Milestone [Number]: [Milestone Description]** was due on [Due Date]. As of today, we have not received the payment of **[\$[Amount Due]**.

We understand that delays can occur. However, per our agreement, further work on the project may be paused until this milestone payment is settled. Please remit payment via [Payment Method, e.g., Bank Transfer/Check/Online Portal] at your earliest convenience.

Payment Details:

Invoice Number: [Invoice Number]
Amount Due: **[\$[Amount Due]**
Due Date: [Due Date]

If you have already sent this payment, please disregard this notice. If there are any discrepancies or if you are experiencing issues with the payment process, please contact us immediately so we can resolve the matter.

Thank you for your prompt attention to this account.

Sincerely,

[Your Name/Department Name]
[Your Title]