

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

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

Subject: Reminder: Payment for Milestone [Milestone Number/Name] - [Project Name]

Dear [Client Name],

I hope you are doing well.

I am writing to bring to your attention that we have not yet received payment for the milestone titled "[Milestone Name]," which was completed on [Completion Date].

According to our records, Invoice #[Invoice Number] was due on [Due Date]. As of today, the balance of [Amount Due] remains outstanding.

We understand that delays can happen. 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 ensure the project remains on schedule.

Attached is a copy of the original invoice for your reference. Please let me know if you have any questions or if there is anything I can do to assist with the payment process.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title/Role]