

Date: [Insert Date]

To: [Recipient Name]
[Recipient Company]
[Recipient Address]

Subject: Payment Reminder: Milestone [Milestone Number/Name]

Dear [Recipient Name],

This is a friendly reminder regarding the payment for **Milestone: [Milestone Name]**, which was completed on [Completion Date].

According to our records, the payment for Invoice #[Invoice Number] in the amount of [Amount] was due on [Due Date]. As of today, we have not yet received the funds.

Milestone Details:

- Project Name: [Project Name]
- Milestone Description: [Brief Description]
- Outstanding Amount: [Currency and Amount]

If you have already sent the payment, please disregard this notice. Otherwise, we kindly ask that you settle the balance at your earliest convenience to ensure the project remains on schedule.

Please let us know if you have any questions or if there is anything we can assist you with regarding the billing process.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]