

[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: NOTICE OF OVERDUE MILESTONE PAYMENT - [Project Name]

Dear [Client Name],

This letter is a formal reminder regarding the outstanding payment for Milestone #[Number]: [Milestone Name], which was successfully completed on [Completion Date] for the [Project Name] project.

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

As per our signed agreement dated [Contract Date], payment for this milestone is required to proceed to the next phase of the project. Please be advised that work on [Next Milestone/Current Tasks] may be suspended until the account is brought up to date.

Please arrange for payment via [Payment Method] by [Requested Payment Date]. If you have already sent the payment, please disregard this notice.

If there is an issue or a discrepancy regarding the invoice that is causing this delay, please contact me immediately so we can resolve it.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]