

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

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

**Subject: Reminder: Outstanding Payment for Milestone [Milestone Number/Name]**

Dear [Client Name],

This is a friendly reminder regarding the payment for **[Milestone Name]** for the project **[Project Name]**, which reached completion on [Date].

According to our records, the invoice #**[Invoice Number]** for the amount of **[Amount]** was due on [Due Date] and remains unpaid. We have included a copy of the invoice with this letter for your reference.

As this milestone has been successfully delivered and approved, we kindly request that you settle the outstanding balance at your earliest convenience to ensure the project continues according to the agreed schedule.

Payment can be made via: [Insert Payment Method - e.g., Bank Transfer, Credit Card, PayPal].

If you have already sent the payment, please disregard this notice. If there are any issues or if you require any clarification regarding the invoice, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]  
[Your Title]