

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

[Date]

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

Subject: Outstanding Payment for Completed Work - Invoice #[Invoice Number]

Dear [Client Name],

This letter is a friendly reminder that payment for the contracting services completed on [Date of Completion] is now overdue. According to our records, we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

Project Details: [Brief description of work, e.g., Kitchen Remodel]
Total Amount Due: \$[Amount]

We take pride in the work we provided and hope you are satisfied with the results. If you have already sent your payment, please disregard this notice. Otherwise, please remit the balance at your earliest convenience via [Accepted Payment Methods].

If there is a reason for the delay or if you have any questions regarding the invoice, please contact us at [Your Phone Number] so we can resolve the matter promptly.

Thank you for your prompt attention to this account.

Sincerely,

[Your Name]
[Your Title]