

[Your Agency Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: FIRST WARNING: Outstanding Payment for Invoice #[Invoice Number]

Dear [Client Contact Name],

This is a formal notice regarding your outstanding account balance with [Your Agency Name]. Our records indicate that invoice #[Invoice Number], dated [Invoice Date], is now overdue.

The total amount currently outstanding is: **[Amount Due]**

Despite our previous payment reminder sent on [Date of previous reminder], we have not yet received the payment or a response regarding this matter. We kindly request that you settle this balance immediately to ensure there is no interruption to your services.

Payment can be made via [List Payment Methods, e.g., Bank Transfer, Credit Card, Online Portal].

If you have already sent the payment, please disregard this letter. If you are experiencing any issues or have questions regarding this invoice, please contact our accounts department at [Phone Number] or [Email Address] immediately so we can resolve the matter.

We value your business and look forward to receiving your payment promptly.

Sincerely,

[Your Name/Department Name]
[Your Agency Name]