

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

[Date]

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

Subject: Outstanding Payment Notice - Invoice #[Invoice Number]

Dear [Client Contact Name],

This is a formal reminder that payment for invoice #[Invoice Number], issued on [Date of Invoice], is now overdue. According to our records, the outstanding balance of \$[Amount Due] remains unpaid.

We value our partnership and understand that administrative delays can occur. However, we request that you settle this balance immediately to ensure your account remains in good standing and to avoid any interruption in agency services.

Payment Details:

Invoice Number: [Invoice Number]
Amount Due: \$[Amount Due]
Original Due Date: [Due Date]

Please send your payment via [Payment Method: e.g., Bank Transfer, Credit Card, or Check]. If you have already sent the payment, please disregard this letter.

If you have any questions regarding this invoice or if you are experiencing difficulties making payment, please contact our billing department at [Phone Number] or [Email Address] so we can discuss a solution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Agency Name]