

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

[Date]

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

**Subject: Courtesy Reminder: Overdue Payment for Consulting Services**

Dear [Client Name],

This is a friendly reminder that we have not yet received payment for invoice #**[Invoice Number]**, which was due on **[Due Date]**. According to our records, an outstanding balance of **[\$Amount Due]** remains on your account.

We understand that things can get busy, and this may have simply been overlooked. If you have already sent the payment, please disregard this notice.

For your convenience, I have attached a copy of the invoice to this letter. You can remit payment via [Payment Method, e.g., Bank Transfer, Credit Card, Check].

If you have any questions regarding the invoice or if there is any way I can assist in resolving this matter, please feel free to reach out to me directly.

Thank you for your prompt attention to this matter and for your continued business.

Sincerely,

[Your Name]  
[Your Title]