

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

[Date]

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

Subject: FIRST NOTICE: Overdue Payment for Consulting Services

Dear [Client Contact Name],

This letter is a formal reminder regarding the outstanding balance for consulting services provided to [Client Company Name]. According to our records, the following invoice is now past due:

- **Invoice Number:** [Invoice #]
- **Invoice Date:** [Date]
- **Original Due Date:** [Date]
- **Total Amount Due:** \$[Amount]

We value our professional relationship and understand that payment delays can sometimes occur due to administrative oversight. If you have already sent the payment, please disregard this notice.

If the payment has not yet been processed, please remit the full amount by [Date] via [Payment Method: e.g., bank transfer, check, or online portal].

Copies of the original invoice and the detailed service log are attached for your reference. If you have any questions regarding this statement or if there is a discrepancy we should be aware of, please contact me immediately at [Phone Number] or [Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]