

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

[Date]

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

Subject: NOTICE OF OUTSTANDING PAYMENT - Invoice #[Invoice Number]

Dear [Client Contact Name],

This letter is a formal reminder regarding the outstanding balance for consulting services provided under Invoice #[Invoice Number], dated [Invoice Date].

According to our records, the total amount of \$[Amount Due] is now [Number] days past due. We have not yet received payment or any communication regarding a delay.

We value our professional relationship and would like to resolve this matter promptly. Please arrange for payment to be made via [Payment Method, e.g., Bank Transfer/Check] by [Deadline Date].

If you have already sent the payment, please disregard this notice. If there are any discrepancies or if you are experiencing difficulties making this payment, please contact us immediately to discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]