

[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]

RE: Notice of Outstanding Payment for Consulting Services

Dear [Client Contact Name],

This is a friendly reminder that we have not yet received payment for Invoice #[Invoice Number], which was issued on [Invoice Date]. According to our records, this payment is now [Number of Days] days past due.

Invoice Details:

Invoice Number: [Invoice Number]
Invoice Date: [Invoice Date]
Amount Due: [Currency and Amount]
Due Date: [Original Due Date]

We understand that these things can sometimes be overlooked. If you have already sent the payment, please disregard this notice. Otherwise, please arrange for payment at your earliest convenience via [Accepted Payment Methods].

For your convenience, I have attached a copy of the original invoice to this letter. If there are any issues or if you require any clarification regarding the services provided, please do not hesitate to contact me directly.

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

Sincerely,

[Your Name/Signature]
[Your Title]