

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

[Date]

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

Subject: Reminder - Unpaid Consulting Services Invoice #[Invoice Number]

Dear [Client Contact Person Name],

This is a friendly reminder that we have not yet received payment for invoice #[Invoice Number], which was issued on [Date] for consulting services provided during [Month/Period]. According to our records, this payment is now overdue.

Outstanding Balance: \$[Amount Due]

We understand that invoices can sometimes be overlooked. If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience.

For your convenience, I have attached a copy of the original invoice to this letter. Payment can be made via [Bank Transfer/Check/Online Portal].

If you have any questions regarding the invoice or if there are any issues preventing payment, please contact us immediately so we can resolve the matter.

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

Sincerely,

[Your Name]
[Your Title]