

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

[Date]

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

Subject: Statement of Account - Unpaid Consulting Fees

Dear [Client Name],

This letter is to provide you with a statement of your account regarding the consulting services provided for [Project Name/Service Description].

According to our records, the following invoice(s) remain outstanding:

- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]

Total Balance Due: \$[Total Amount]

Please note that these fees were due on [Original Due Date]. If payment has already been sent, please disregard this notice. Otherwise, we kindly request that you settle the balance by [New Due Date] to keep your account in good standing.

Payment can be made via [Payment Method: Bank Transfer/Check/Online Link].

If you have any questions regarding these charges or if there is a discrepancy in your records, please contact me directly at [Phone Number] or [Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]