

[Your Name/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: Payment Request for Invoice #[Invoice Number]

Dear [Client Name],

This is a friendly reminder that payment for invoice #[Invoice Number], issued on [Invoice Date] for consulting services, is now overdue.

According to our records, the outstanding balance is \$[Amount Due]. The original due date for this payment was [Due Date].

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

For your reference, I have attached a copy of the invoice to this letter. Payment can be made via [List Payment Methods, e.g., Bank Transfer, Credit Card, Check].

If you have any questions regarding the charges or if there is any reason payment might be delayed, please contact me directly so we can discuss the matter.

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

Sincerely,

[Your Signature]

[Your Printed Name]