

[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: Payment for Invoice #[Invoice Number] is Overdue

Dear [Client Contact Name],

This is a friendly reminder that we have not yet received payment for invoice #[Invoice Number], which was due on [Due Date].

Our records show an outstanding balance of \$[Amount Due] for consulting services provided during [Month/Period].

We understand that things can get busy, and this may have simply been overlooked. If you have already sent the payment, please disregard this letter. Otherwise, we would appreciate it if you could settle the account at your earliest convenience.

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

If you have any questions regarding the invoice or if there is any way we can assist with the payment process, please do not hesitate to contact us.

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

Sincerely,

[Your Name]
[Your Title]