

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

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

Subject: Initial Notice: Overdue Balance for Consulting Services

Dear [Client Name],

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

According to our records, the outstanding balance for consulting services provided is \$[Amount].

We understand that these things 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 reference, I have attached a copy of the invoice to this letter. Payment can be made via [Mention Payment Methods: Bank Transfer, Credit Card, Check, etc.].

If there are any issues or if you have questions regarding the services provided, please contact me directly so we can resolve them promptly.

Thank you for your business.

Sincerely,

[Your Name]
[Your Title]