

[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: Outstanding Payment for Consulting Services - Invoice #[Invoice Number]**

Dear [Client Contact Name],

This letter is a formal reminder regarding the outstanding balance on your account for professional consulting services provided. According to our records, the following invoice is now past due:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Date of Invoice]
- **Due Date:** [Due Date]
- **Total Amount Due:** \$[Amount]

We value our professional relationship and want to ensure your account remains in good standing. If you have already sent the payment, please disregard this notice. If not, we kindly request that you settle the balance by [New Deadline Date].

Payment can be made via [List Payment Methods, e.g., Bank Transfer, Credit Card, or Check].

If you are experiencing any difficulties or have questions regarding the services rendered, please contact us immediately at [Phone Number] so we can resolve the matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]  
[Your Title]