

[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: NOTICE OF PAST DUE PAYMENT - Invoice #[Invoice Number]

Dear [Client Contact Name],

This letter is a formal reminder that payment for consulting services rendered between [Start Date] and [End Date] is now past due. Our records indicate that invoice #[Invoice Number], issued on [Date Issued], remains unpaid.

Invoice Summary:

- Invoice Number: [Invoice Number]
- Original Due Date: [Due Date]
- Total Amount Due: \$[Amount]
- Days Past Due: [Number]

We value our professional relationship and understand that invoices can sometimes be overlooked. If you have already sent the payment, please disregard this notice. Otherwise, please remit payment immediately via [Payment Method: e.g., Bank Transfer, Check, Online Portal].

If you are experiencing any issues with the invoice or require a duplicate copy, please contact me directly at [Phone Number] or [Email Address] so we can resolve this matter promptly.

Thank you for your prompt attention to this account.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]