

[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: FOLLOW-UP: Overdue Payment for Consulting Services - Invoice #[Invoice Number]**

Dear [Client Contact Name],

This letter is a follow-up to my previous notice regarding invoice #[Invoice Number], which was due on [Due Date]. According to our records, we have not yet received the payment of \$[Total Amount Owed] for consulting services rendered between [Start Date] and [End Date].

As this payment is now [Number] days past due, I kindly request that you settle the balance immediately. If there is a reason for the delay or if you have any questions regarding the invoice, please contact me as soon as possible so we can resolve the matter.

For your convenience, I have attached a copy of the original invoice. Payment can be made via [Payment Method: Bank Transfer/Check/Online Portal].

Please disregard this notice if payment has already been sent.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]