

[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]

**RE: URGENT NOTICE - NOTICE OF OVERDUE PAYMENT**

Project Name: [Project Name/Reference Number]  
Invoice Number(s): [Invoice Number(s)]  
Outstanding Balance: \$[Total Amount Due]

Dear [Client Name],

This letter serves as a formal notice regarding the outstanding balance for construction services provided at [Project Address]. Our records indicate that the total amount of \$[Total Amount Due] is currently [Number] days past due.

Despite previous communications sent on [Dates of previous reminders], we have yet to receive payment or a formal response regarding the status of these funds. As a result, this account is now considered severely delinquent.

Please remit the full balance of \$[Total Amount Due] by [Deadline Date] to avoid further action. Payments can be made via [Payment Method: e.g., Check, Wire Transfer, Credit Card].

Failure to resolve this matter immediately may result in the following actions:

- Suspension of all ongoing and future work on the project.
- Application of late fees and interest as per the signed contract.
- Referral of this account to a collections agency.
- Filing of a mechanic's lien against the property.

We value our business relationship and would prefer to resolve this matter amicably. If there is a discrepancy regarding the invoice or if you are experiencing financial difficulties, please contact me immediately at [Phone Number] to discuss a payment plan.

If payment has already been sent, please disregard this notice.

Sincerely,

[Your Name]  
[Your Title]