

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

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

**RE: FIRST NOTICE - OVERDUE RECRUITMENT FEE**

Dear [Client Contact Name],

This letter is a friendly reminder that we have not yet received payment for the recruitment services provided regarding the placement of [Candidate Name] for the position of [Job Title].

According to our records, Invoice #[Invoice Number], dated [Invoice Date], for the amount of \$[Amount] is now overdue. A copy of the invoice is attached for your reference.

We value our partnership and understand that delays can occur. Please process this payment at your earliest convenience. If payment has already been sent, please disregard this notice.

Accepted payment methods include:

- [Bank Transfer Details]
- [Check Payment Details]
- [Online Payment Link]

If you have any questions or if there are any discrepancies regarding the invoice, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]