

[Your Agency Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

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

**RE: FORMAL NOTICE OF DEFAULT - INVOICE #[Invoice Number]**

Dear [Client Contact Name],

This letter serves as a formal notice that your account is currently in default. Despite our previous reminders sent on [Dates of Previous Reminders], we have not yet received payment for the recruitment services provided.

The details of the outstanding debt are as follows:

- **Candidate Name:** [Candidate Name]
- **Placement Date:** [Date]
- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Date]
- **Amount Overdue:** [Amount]

As per our signed Terms of Business dated [Date Agreement was Signed], payment was due within [Number] days of the invoice date. Your payment is now [Number] days overdue.

Please remit the full balance of [Amount] by [Deadline Date]. Failure to settle this debt by the specified date will leave us with no choice but to take further action to recover the funds, which may include:

- The application of late payment interest and administrative fees.
- Referral of this matter to a third-party debt collection agency.
- Commencement of legal proceedings.

If you have already sent the payment, please disregard this notice. Otherwise, please contact our accounts department immediately at [Phone Number] or [Email] to confirm payment or to discuss a settlement plan.

Yours sincerely,

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