

**Date:** [Insert Date]

**To:**

[Contact Name]

[Company Name]

[Address]

**Subject: Friendly Reminder: Outstanding Placement Fee for [Candidate Name]**

Dear [Contact Name],

I hope you are having a productive week.

I am writing to send a quick follow-up regarding the invoice for the placement of [Candidate Name], who started their role as [Job Title] on [Start Date].

According to our records, invoice #[Invoice Number], dated [Invoice Date], remains outstanding. We understand that things can get busy, and this may have simply slipped through the cracks.

For your convenience, I have attached a copy of the invoice to this email. Please let us know if there is anything we can do to assist with the payment process or if you have any questions regarding the placement.

If you have already sent the payment, please disregard this message.

Thank you for your continued partnership. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]