

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

[Date]

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

**Subject: Notice of Overdue Payment - Invoice #[Invoice Number]**

Dear [Recipient Name],

This letter is to formally notify you that we have not yet received payment for invoice #[Invoice Number], which was issued on [Date] for temporary staffing services provided during the period of [Service Start Date] to [Service End Date].

According to our records, the balance of \$[Amount Due] was due on [Due Date] and is now [Number] days past due.

We value our partnership and understand that delays can occur. Please find a copy of the original invoice attached for your reference. We request that you process this payment at your earliest convenience.

Accepted payment methods include:

- [Payment Method 1: e.g., Bank Transfer/ACH]
- [Payment Method 2: e.g., Credit Card]
- [Payment Method 3: e.g., Check]

If payment has already been sent, please disregard this notice. If there are any discrepancies or if you require further information regarding the hours worked by our personnel, please contact our billing department at [Phone Number] or [Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]