

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

[Date]

[Debtor Name]
[Debtor Company Name]
[Debtor Address]
[City, State, Zip Code]

RE: URGENT NOTICE OF OVERDUE PAYMENT - Invoice(s) #[Invoice Number(s)]

Dear [Contact Person Name],

This letter serves as a formal demand for immediate payment of the outstanding balance for recruitment services provided. Despite previous reminders, our records indicate that the following invoice(s) remain unpaid:

- **Invoice Date:** [Date]
- **Invoice Number:** [Number]
- **Candidate Placed:** [Candidate Name]
- **Placement Date:** [Date]
- **Amount Due:** [Currency/Amount]

Your payment is now [Number] days past the agreed-upon due date of [Original Due Date]. As per our signed Recruitment Services Agreement, all fees are payable within [Number] days of the candidate's start date.

We value our partnership; however, we cannot allow this balance to remain outstanding. Please remit the full payment of [Amount] by [Deadline Date] to avoid further action.

Payment can be made via:

Bank Transfer: [Account Name, Bank Name, Account Number, Routing/Swift Number]

Check: Payable to [Company Name]

If payment has already been sent, please disregard this notice. Otherwise, please provide confirmation of payment by replying to this email or calling [Phone Number].

Thank you for your immediate attention to this matter.

Sincerely,

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