

[Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

[Client Contact Name]
[Client Company Name]
[Client Address Line 1]
[Client City, State, Zip Code]

RE: FIRST WARNING - OUTSTANDING PLACEMENT FEE

Dear [Client Contact Name],

This letter is a formal reminder regarding the outstanding placement fee for [Candidate Name], who commenced employment with your organization on [Start Date].

According to our records, invoice number [Invoice Number], dated [Invoice Date], for the amount of [Amount Due] is now [Number of Days] days overdue. A copy of the original invoice is attached for your reference.

We value our partnership and understand that administrative delays can occur. However, we request that you settle this balance immediately to ensure your account remains in good standing.

Please confirm once payment has been processed. If payment has already been sent, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Phone Number]
[Email Address]