

Subject: Follow-Up: Invoice [Invoice Number] - Temp-to-Perm Conversion Fee

Dear [Client Name],

I hope this email finds you well.

I am writing to follow up on the status of invoice [Invoice Number], dated [Date], regarding the permanent conversion fee for [Employee Name].

According to our records, the payment for this invoice is now [Number] days past due. As per our signed agreement, the conversion fee is applicable following [Employee Name]'s transition from a temporary to a permanent role within your organization.

Attached is a copy of the original invoice for your reference. Please let us know if the payment has already been sent, or if there are any discrepancies we need to address.

We value our partnership and look forward to hearing from you regarding the status of this payment.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]