

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Subject: Notice of Overdue Payment - Background Check and Skills Test Fees

Dear [Candidate Name],

This letter is to inform you that we have not yet received payment for the mandatory background check and skills competency testing conducted on [Date] as part of your application process for the [Job Title] position.

As per the agreement signed during your initial interview, the following fees are currently outstanding:

- Background Check Fee: \$[Amount]
- Skills Test Assessment Fee: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please remit the total balance by [Due Date] via [Payment Method, e.g., online portal, check, or bank transfer]. Failure to settle this balance may result in the suspension of your application or the inability to move forward with the hiring process.

If you have already sent your payment, please disregard this notice. If you have any questions regarding this balance, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]