

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

[Date]

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

Subject: Friendly Reminder: Outstanding Invoice for Placement Services

Dear [Recipient Name],

This is a friendly reminder that we have not yet received payment for the placement fee regarding the successful hire of [Candidate Name] for the position of [Job Title].

Our records indicate that Invoice #[Invoice Number], dated [Invoice Date], is now slightly past its due date. We understand that these things can sometimes be overlooked in a busy office, so we wanted to bring it to your attention.

The total amount due is [Amount]. For your convenience, I have attached a copy of the original invoice to this email.

If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could process the payment at your earliest convenience. We accept payment via [Mention Payment Methods, e.g., Bank Transfer, Credit Card, Check].

Thank you for your partnership and for choosing [Your Company Name] for your recruitment needs. If you have any questions or if there is anything we can do to assist, please do not hesitate to contact us.

Best regards,

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