

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

[Date]

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

Subject: NOTICE OF OUTSTANDING BALANCE - Recruitment Services

Dear [Recipient Name],

Our records indicate that there is an outstanding balance on your account regarding the recruitment services provided for the following placement: [Candidate Name].

The details of the overdue invoice are as follows:

- **Invoice Number:** [Invoice #]
- **Invoice Date:** [Date]
- **Due Date:** [Date]
- **Total Amount Due:** [Amount]

According to our records, this payment is now [Number] days past due. We kindly ask that you settle this balance at your earliest convenience to ensure your account remains in good standing.

Payment can be made via [List Payment Methods, e.g., Bank Transfer, Credit Card, or Check]. If you have already sent the payment, please disregard this notice.

If there are any discrepancies or if you require a copy of the original invoice, please contact our accounts department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

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