

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

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

Re: OVERDUE INVOICE - [Invoice Number]

Dear [Client Contact Name],

This letter is to formally notify you that the placement fee for [Candidate Name], who started the position of [Job Title] on [Start Date], remains unpaid.

Our records indicate that Invoice [Invoice Number], dated [Invoice Date], reached its due date on [Original Due Date]. As of today, the outstanding balance of [Amount Due] is past due.

We value our partnership and understand that administrative delays can occur. However, we request that you settle this account immediately to ensure your account remains in good standing. Please find a copy of the original invoice attached for your reference.

Payment can be made via [Bank Transfer/Check/Online Portal]. If payment has already been sent, please disregard this notice.

If there are any discrepancies or if you require further documentation to process this payment, please contact our accounts department at [Phone Number] or [Email Address] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]