

DATE: [Insert Date]

TO:

[Hiring Manager Name/Accounts Payable]

[Client Company Name]

[Company Address]

RE: COLLECTION NOTICE - PAST DUE PLACEMENT FEE

Dear [Contact Name],

This letter serves as a formal notice regarding the outstanding placement fee for the following candidate:

- **Candidate Name:** [Insert Name]
- **Position:** [Insert Job Title]
- **Start Date:** [Insert Date]
- **Invoice Number:** [Insert Number]
- **Amount Due:** [Insert Amount]
- **Original Due Date:** [Insert Date]

According to our records, your account is now [Number] days past due. We have not yet received payment or notification of a dispute regarding this invoice.

Please remit payment in full by [Insert Deadline Date]. Payment can be made via [Insert Payment Method - e.g., ACH, Wire, Check].

If payment has already been sent, please disregard this notice. Otherwise, please contact our billing department immediately at [Insert Phone Number] or [Insert Email Address] to confirm the status of this payment.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]