

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

[Date]

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

**RE: NOTICE OF DELINQUENT ACCOUNT - [Invoice Number(s)]**

Dear [Client Contact Name],

This letter is to formally notify you that your account is currently past due. Our records indicate that we have not yet received payment for staffing services provided during the period of [Service Dates].

The following invoice(s) remain unpaid:

- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]

**Total Outstanding Balance: \$[Total Amount]**

We value our partnership and understand that delays can occur. However, we request that you clear this balance immediately to ensure there is no interruption to your current staffing services.

Please remit payment via [Payment Method: Check/ACH/Credit Card]. If payment has already been sent, please disregard this notice.

If you have any questions regarding these invoices or if there is a discrepancy we need to address, please contact our billing department at [Phone Number] or [Email Address] within [Number] business days.

Thank you for your prompt attention to this matter.

Sincerely,

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