

[Current Date]

[Client Contact Name]

[Client Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Outstanding Balance for Executive Search Services - [Invoice Number]

Dear [Client Contact Name],

I am writing to follow up on the status of invoice #[Invoice Number], dated [Invoice Date], regarding the executive search conducted for the [Position Name] role.

According to our records, we have not yet received payment for this invoice. The outstanding balance is \$[Amount Due], which was due on [Due Date].

We value our partnership with [Company Name] and are pleased to have assisted in securing top leadership talent for your team. Please let us know if there is any additional documentation required or if there is a discrepancy we should address to expedite the payment process.

If payment has already been sent, please disregard this notice. Otherwise, please arrange for payment via [Check/Wire Transfer/ACH] at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]