

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

[Date]

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

Subject: Outstanding Balance for Monthly Recruitment Services

Dear [Client Contact Name],

We are contacting you regarding the status of your account for monthly recruitment services provided. Our records indicate that your account currently has an outstanding balance of [Currency Amount].

The following invoice(s) remain unpaid:

- Invoice #[Number] - Date: [Date] - Amount: [Amount]
- Invoice #[Number] - Date: [Date] - Amount: [Amount]

Total Balance Due: [Total Amount]

We kindly request that you settle this balance by [Due Date]. Payment can be made via [Payment Methods: Bank Transfer, Credit Card, Portal Link].

If you have already sent your payment, please disregard this letter. If there are any discrepancies or if you require a copy of the original invoices, please let us know immediately.

Thank you for your prompt attention to this matter and for your continued partnership.

Sincerely,

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