

# Reminder for Unpaid Service Fee

Dear [Client's Name],

We hope this message finds you well. This is a friendly reminder regarding the unpaid service fee of [amount] that was due on [due date].

As of today, we have not yet received the payment. We kindly ask you to settle this balance at your earliest convenience to avoid any late fees or interruptions in service.

If you have already made the payment, please disregard this notice. Otherwise, please contact us if you have any questions or need further assistance.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]