

Payment Collection Notice

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We hope this message finds you well. This is a formal notice regarding the outstanding payment for the services rendered under contract number [Insert Contract Number]. As of today's date, the total amount due is [Insert Amount].

According to our records, the payment was due on [Insert Due Date]. We kindly ask that you address this matter at your earliest convenience. Please find the details of the payment below:

- Invoice Number: [Insert Invoice Number]
- Service Description: [Insert Service Description]
- Amount Due: [Insert Amount]

Please make the payment by [Insert Final Payment Date] to avoid any late fees or disruption of services. The payment can be made via [Insert Payment Method].

If you have already sent the payment, please disregard this notice. Otherwise, do not hesitate to contact us if you have any questions or require further assistance.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]