

Outstanding Invoice Notice

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding invoice for the catering services provided on [Event Date]. Our records indicate that the invoice number [Invoice Number] remains unpaid.

Details of the invoice are as follows:

- Invoice Number: [Invoice Number]
- Service Date: [Event Date]
- Amount Due: \$[Amount]
- Due Date: [Due Date]

We would appreciate it if you could process this payment at your earliest convenience. If you have already sent the payment, please disregard this notice. Should you need any further assistance or wish to discuss this matter, feel free to contact us.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]