**[Company Name]  
[Address: City, STATE, Zip]**

**Date:**

**Re. An Amicable and Benign Reminder of the Due Payment Outstanding Since February 2021 Referring to Invoice # 1302 and Contract Registration # 120**

Dear [Name],

This is Laura, the finance secretary of Associate Consultancy and Groups. We have been working with your company on several projects and I am delighted to know that this professional amity has been living extensively and utterly with great amity and competent teamwork. I have penned to remind you of an overdue payment outstanding to your company since 15th February 20XX.

Both companies signed the project of ALTIS-11 on 2nd January 20XX in which we provided complete consultancy and absolute team planners. The total payment owed to you was $700,000. An amount of $500,000 was paid to the company on 10th January 20XX whereas the remaining amount was to be paid till 15th February 20XX excluding the RMP amount of $300.

We have neither received any amount from your company nor any notification or letter of request to extend the time. Please let us know about your further plans and make the submission before 20th March 20XX to avoid any inconvenience. We also provide installment plans for payments on different terms. Contact us at or +[X]. Thank you.

Regards

S. T. Laura  
Finance Secretary  
Associate Consultancy and Groups  
B-170, Edward Road Avenue, Lax Caster  
San Diego, CA, USA