

[Your Name/Practice Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Friendly Reminder: Outstanding Consultation Fee for Invoice #[Invoice Number]

Dear [Client Name],

This is a friendly reminder that we have not yet received payment for your consultation held on [Date of Consultation].

Our records show that invoice #[Invoice Number] for the amount of \$[Amount] was due on [Due Date]. We understand that these things can sometimes be overlooked, so we wanted to bring this to your attention.

You can make a payment via [Payment Method, e.g., online portal, bank transfer, or check]. If you have already sent your payment, please disregard this notice.

If you have any questions regarding this invoice or if there is anything we can do to assist you, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Signature]

[Your Job Title]