

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Courtesy Reminder: Outstanding Invoice for Mediation Services

Dear [Client Name],

I hope this letter finds you well.

This is a gentle reminder regarding the outstanding balance for the mediation services provided on [Date of Service]. According to our records, invoice number [Invoice Number], dated [Date of Invoice], remains unpaid.

The total amount due is: **[\$Amount Due]**

We understand that these matters can sometimes be overlooked. If you have already sent the payment, please disregard this notice. Otherwise, we would appreciate it if you could settle the balance at your earliest convenience.

Payment can be made via [Insert Payment Methods, e.g., Check, Bank Transfer, Online Portal].

If you have any questions regarding the invoice or if there is any way we can assist you in processing this payment, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]