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

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: SECOND NOTICE: Outstanding Payment for Invoice #[Invoice Number]

Dear [Recipient Name],

This is a formal follow-up to our previous reminder sent on [Date of First Follow-Up] regarding the outstanding balance on your account. As of today, we have not yet received payment or a response concerning invoice #[Invoice Number].

According to our records, the following amount is now [Number] days past due:

- **Invoice Number:** #[Invoice Number]
- **Invoice Date:** [Date]
- **Total Amount:** $[Amount]
- **Due Date:** [Original Due Date]

We value our business relationship and understand that delays can occur. However, we request that you settle this balance immediately to keep your account in good standing. If you have already sent the payment, please disregard this notice.

Please confirm when we can expect the payment. If you are experiencing financial difficulties or have questions regarding this invoice, please contact us at [Phone Number] so we can discuss a payment arrangement.

Payment can be made via [Mention Payment Methods: e.g., Bank Transfer, Credit Card, Check].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]