[Your 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 REMINDER: Overdue Payment for Invoice #[Invoice Number]

Dear [Recipient Name],

This is a second formal request regarding the outstanding balance for Invoice #[Invoice Number], which was due on [Due Date]. According to our records, we have not yet received payment or a response to our previous reminder sent on [Date of First Reminder].

The total amount currently overdue is $[Total Amount].

We understand that delays can occur; however, we would appreciate it if you could settle this account immediately. Please find a copy of the original invoice attached for your reference.

Payment can be made via [Mention Payment Method: Bank Transfer/Credit Card/Check].

If payment has already been sent, please disregard this notice. Otherwise, please confirm when we can expect to receive the funds. If you are experiencing any issues that are preventing payment, please contact us so we can discuss a solution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]