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

[Date]

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

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

Dear [Recipient Name],

We are contacting you again regarding the outstanding balance on 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 overdue is [Amount].

We understand that delays can happen, but we kindly ask that you settle this account immediately to ensure your services remain uninterrupted. Please find a copy of the original invoice attached for your reference.

Payment can be made via [Bank Transfer/Credit Card/Check] using the following details:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Routing/SWIFT: [Your Routing Number]

If payment has already been sent, please disregard this letter. If you are experiencing difficulties with payment, please contact our accounts department at [Phone Number] so we can discuss a resolution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]