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

[Date]

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

RE: SECOND NOTICE - OVERDUE PAYMENT FOR INVOICE #[Invoice Number]

Dear [Contact Person Name],

We are contacting you regarding invoice #[Invoice Number], which was due on [Due Date]. As of today, we have not received the payment of [Amount Due] nor a response to our previous reminder sent on [Date of First Reminder].

This account is now [Number] days past due. We value our business relationship, but we must insist that this balance be cleared immediately to avoid further escalation or a disruption in services.

Please find the original invoice attached. You can make your payment via [Payment Method, e.g., Bank Transfer, Credit Card, or Online Portal].

If payment has already been sent, please disregard this notice. Otherwise, please confirm receipt of this letter and provide an expected date for the payment by the end of this business day.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]