

[Your Name/Business Name]
[Your Address]
[Your Email]
[Your Phone Number]

[Date]

[Client Name]
[Client Address]

RE: SECOND NOTICE - OVERDUE PAYMENT FOR SERVICES

Dear [Client Name],

This letter serves as a formal second notice regarding the outstanding balance for independent contractor services provided between [Start Date] and [End Date].

Our records indicate that the following invoice(s) remain unpaid despite our previous reminder sent on [Date of First Notice]:

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

To date, we have not received payment or a response regarding the status of this debt. We request that you remit the full balance of \$[Total Amount Due] within [Number] business days to bring your account up to date.

Payment can be made via:

[Insert Payment Method: Bank Transfer/PayPal/Check/Other Details]

If payment has already been sent, please disregard this notice. If you are experiencing financial difficulties or have questions regarding the invoice, please contact me immediately to discuss a payment arrangement.

We value our professional relationship and look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]