

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

[Date]

[Client Name]
[Client Company Name]
[Client Address]

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

Dear [Client Contact Name],

This is a follow-up to my previous notice sent on [Date of First Letter] regarding the unpaid balance for invoice #[Invoice Number]. According to my records, payment for this invoice is now [Number] days past due.

Invoice Details:

Invoice Number: #[Invoice Number]
Invoice Date: [Date]
Amount Due: [Amount]
Due Date: [Original Due Date]

I have not yet received the payment or a response to my previous email. If you have already sent the payment, please disregard this letter. Otherwise, please remit the outstanding balance immediately via [Payment Method: e.g., PayPal, Bank Transfer, Check].

I have attached a copy of the original invoice for your convenience. If there are any issues preventing payment, please contact me as soon as possible so we can resolve the matter.

Thank you for your prompt attention to this overdue account.

Sincerely,

[Your Name]