

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

[Date]

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

**Subject: SECOND NOTICE: Overdue Payment for Invoice #[Invoice Number]**

Dear [Client Contact Name],

This is a follow-up to my previous email sent on [Date of First Notice] regarding the outstanding balance for invoice #[Invoice Number], which was due on [Original Due Date].

According to my records, I have not yet received the payment of [Total Amount Owed] for the [Project Name/Type of Work] completed on [Completion Date].

I understand that things can get busy, but as this payment is now [Number of Days] days overdue, I kindly request that you settle the balance immediately. Please find a copy of the original invoice attached for your convenience.

Payment can be made via [Preferred Payment Method, e.g., PayPal, Bank Transfer, Stripe].

If you have already sent the payment, please disregard this notice. If there is an issue preventing payment, please contact me as soon as possible so we can resolve it.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]