

Subject: SECOND REMINDER: Overdue Invoice #[Invoice Number]

Dear [Client Name],

This is a formal follow-up regarding invoice #[Invoice Number], which was originally due on [Original Due Date]. As of today, I have not received the payment of [Amount Owed].

My previous reminder sent on [Date of First Reminder] remains unanswered. Please find a copy of the original invoice attached for your convenience.

I request that you process this payment immediately via [Payment Method]. If there is an issue or a reason for the delay, please contact me today so we can resolve it.

Thank you for your prompt attention to this matter.

Regards,

[Your Name]

[Your Business Name]

[Your Phone Number]