

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

[Date]

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

**Subject: SECOND NOTICE: Outstanding 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 invoice #[Invoice Number], which was due on [Original Due Date]. As of today, I have not yet received payment or a response regarding the status of this balance.

The outstanding amount is: **[Total Amount Due]**

I understand that things can get busy, but this payment is now [Number] days overdue. Please arrange for payment to be made via [Payment Method] by [New Deadline Date] to ensure your account remains in good standing.

I have attached a copy of the original invoice to this correspondence for your convenience. If payment has already been sent, please disregard this notice.

Please let me know if there are any issues preventing payment so that we can resolve this matter immediately.

Sincerely,

[Your Name]