

Subject: Second Follow-Up: Overdue Payment for Invoice [Invoice Number]

Dear [Client Name],

I am writing to follow up on my previous email regarding the outstanding balance for invoice [Invoice Number], which was due on [Due Date]. As of today, I have not yet received payment or a response to my last reminder sent on [Date of First Follow-up].

As a reminder, the total amount due is [Amount].

I understand that things can get busy, but this payment is now [Number] days past due. Please let me know if there is an issue with the invoice or if you require any additional information to process the payment today.

I have attached a copy of the invoice to this email for your convenience. Please confirm receipt of this message and provide an update on when I can expect the funds to be transferred.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]