

Date: [Insert Date]

To: [Client Name]

[Company Name]

[Client Address]

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

Dear [Client Contact Name],

I am writing to formally 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 first reminder sent on [Date of First Reminder].

According to my records, the total amount outstanding is [Total Amount Due].

I understand that administrative delays can occur, but I would appreciate it if you could look into the status of this payment as soon as possible. Please let me know if there is any additional information or documentation you require to process this transaction.

For your convenience, I have attached a copy of the original invoice to this email. Payment can be made via [Insert Payment Method, e.g., Bank Transfer/PayPal].

If payment has already been sent, please disregard this message.

I look forward to hearing from you by [Insert Date, e.g., end of week].

Sincerely,

[Your Name]

[Your Business Name]

[Your Phone Number]

[Your Email Address]