

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

[Date]

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

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

Dear [Client Contact Name],

This is a formal second notice regarding the outstanding balance of \$[Amount] for invoice #[Invoice Number], which was originally due on [Original Due Date].

Despite our previous reminder sent on [Date of First Reminder], we have yet to receive payment or a response regarding the status of this account. This balance is now [Number] days past due.

Please find a copy of the invoice attached for your convenience. You can submit payment via [Mention Payment Method, e.g., PayPal, Bank Transfer, Stripe].

If there is an issue preventing payment, please contact me immediately so we can discuss a resolution. Otherwise, I expect the payment to be settled within the next [Number, e.g., 3] business days.

Please note that continued failure to clear this balance may result in the suspension of all current and future services and the application of late fees as per our initial agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]