

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

[Date]

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

Subject: SECOND DEMAND FOR PAYMENT: Invoice #[Invoice Number]

Dear [Client Name],

This letter is a formal second demand for payment regarding invoice #[Invoice Number], which was originally due on [Original Due Date]. As of today, I have not received the payment of [Amount Due] or a response to my previous follow-up sent on [Date of First Follow-up].

The payment is now [Number] days overdue. According to our signed agreement, the total amount currently outstanding is [Total Amount including any late fees].

Please remit payment immediately via [Payment Method, e.g., Bank Transfer/PayPal].

If there is an issue preventing payment, please contact me by [Date] to discuss a resolution. If I do not hear from you or receive payment by that time, I will be forced to consider further action to recover the debt, which may include legal proceedings or a collection agency.

I hope we can resolve this matter promptly.

Sincerely,

[Your Signature]
[Your Printed Name]