

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

[Date]

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

URGENT: SECOND REMINDER - OVERDUE PAYMENT FOR INVOICE #[001]

Dear [Client Name],

I am writing to formally follow up on my previous reminder sent on [Date of First Reminder] regarding the outstanding payment for invoice #[Invoice Number], which was due on [Original Due Date].

As of today, my records show that the balance of [Amount Due] remains unpaid. This payment is now [Number] days overdue.

This is my second request for payment. I would appreciate it if you could settle this invoice immediately. If there is an issue or a reason for this delay, please contact me as soon as possible so we can resolve it.

Please find a copy of the original invoice attached for your convenience. Payment can be made via [Preferred Payment Method].

If you have already sent the payment, please disregard this letter.

I look forward to receiving confirmation of payment by return email.

Sincerely,

[Your Signature]
[Your Printed Name]