

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: SECOND NOTICE - OVERDUE PAYMENT FOR CONSULTING SERVICES

Dear [Client Name],

This letter is a formal follow-up to our previous notice sent on [Date of First Notice] regarding the outstanding balance for consulting services provided. As of today, we have not yet received payment or a response regarding the following invoice(s):

- Invoice Number: [Invoice #]
- Invoice Date: [Date]
- Total Amount Due: \$[Amount]
- Original Due Date: [Date]

Your account is now [Number] days past due. We value our professional relationship and understand that administrative delays can occur; however, we require that this balance be settled immediately to maintain your account in good standing.

Please remit payment via [Payment Method: e.g., Bank Transfer, Credit Card, Check] by [Deadline Date].

If payment has already been sent, please disregard this notice. If you are experiencing financial difficulties or have questions regarding the services rendered, please contact us immediately so we can discuss a payment arrangement.

We look forward to resolving this matter promptly.

Sincerely,

[Your Name]
[Your Title]