

**Date:** [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: SECOND NOTICE - OVERDUE PAYMENT FOR CONSULTING SERVICES**

Dear [Contact Name],

This letter serves as a formal second notice regarding the outstanding balance for consulting services provided by [Your Company Name].

According to our records, we have not yet received payment for Invoice #[Invoice Number], which was due on [Original Due Date]. A previous reminder was sent on [Date of First Notice], but the balance remains unpaid.

**Account Summary:**

- Invoice Number: [Invoice Number]
- Invoice Date: [Date]
- Total Amount Due: [Amount]
- Days Past Due: [Number]

We value our professional relationship and would like to resolve this matter promptly. If there is a discrepancy with the invoice or if you are experiencing financial difficulties, please contact us immediately to discuss a payment arrangement.

Please remit the full payment of [Amount] within [Number, e.g., 7] days of the date of this letter to avoid further collection actions. Payments can be made via [Insert Payment Methods, e.g., Bank Transfer, Credit Card, Check].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]