

[Date]

[Client Name]
[Client Company]
[Address Line 1]
[Address Line 2]

Subject: SECOND REMINDER: Outstanding Consulting Fees - Invoice #[Invoice Number]

Dear [Client Contact Name],

We are writing to follow up on our previous correspondence dated [Date of First Reminder] regarding the outstanding balance for consulting services provided.

According to our records, the following invoice remains unpaid and is now [Number] days overdue:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Date]
- **Due Date:** [Due Date]
- **Amount Due:** [Currency/Amount]

We value our professional relationship and would like to resolve this matter promptly. If you have already sent the payment, please disregard this letter. If not, we request that you settle the balance by [Final Grace Period Date].

Payment can be made via [Bank Transfer/Credit Card/Check] using the details provided on the original invoice. If you are experiencing any issues or have questions regarding the charges, please contact us immediately so we can assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]