

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

**Subject: SECOND REMINDER: Invoice #[Invoice Number] is Overdue**

Dear [Client Contact Name],

This is a second follow-up regarding the outstanding payment for invoice #[Invoice Number], which was due on [Due Date]. According to our records, we have not yet received the payment of \$[Amount Due] for consulting services provided during [Month/Period].

We sent an initial reminder on [Date of First Reminder], but the balance remains unpaid. We understand that things can get busy, but we would appreciate it if you could settle this account as soon as possible.

Please find a copy of the original invoice attached to this email for your reference. Payment can be made via [Payment Method: e.g., Bank Transfer, Credit Card, Check].

If payment has already been sent, please disregard this notice. Otherwise, please confirm when we can expect to receive the funds.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]