

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

[Date]

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

**Subject: SECOND NOTICE: Overdue Payment for Consulting Services - Invoice #[Invoice Number]**

Dear [Client Name],

This letter is a formal follow-up to our previous notice sent on [Date of First Notice] regarding your unpaid balance for consulting services rendered between [Start Date] and [End Date].

As of today, we have not received payment or a response regarding **Invoice #[Invoice Number]**, which was originally due on [Original Due Date]. The total outstanding balance remains **#[Amount Due]**.

We value our professional relationship and would like to resolve this matter amicably. Please remit payment in full within [Number, e.g., 7] business days to avoid further collection actions or potential late fees as outlined in our service agreement.

**Payment Options:**

- [Option 1: e.g., Bank Transfer details]
- [Option 2: e.g., Online Payment Link]
- [Option 3: e.g., Check payable to...]

If payment has already been sent, please disregard this notice. If you are experiencing difficulties making this payment, please contact me immediately at [Your Phone Number] so we can discuss a payment plan.

Thank you for your prompt attention to this overdue account.

Sincerely,

[Your Signature]  
[Your Printed Name]