

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

[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 Contact Name],

This letter is to formally follow up on my previous notice dated [Date of First Letter] regarding the unpaid balance for consulting services rendered between [Start Date] and [End Date].

According to our records, payment for **Invoice #[Invoice Number]** in the amount of **#[Amount Due]** is now [Number] days past due. The original due date for this invoice was [Due Date].

We have not yet received your payment or a response regarding the status of this account. If there is a discrepancy or an issue preventing payment, please contact me immediately so we can resolve it.

Please remit the full balance of **#[Amount Due]** by [New Deadline Date] to ensure your account remains in good standing. You can make payment via [Payment Method: e.g., Bank Transfer/Check/Online Portal].

If you have already sent the payment, please disregard this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]