

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

[Date]

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

**Subject: SECOND REMINDER: Overdue Payment for Consulting Services**

Dear [Contact Person Name],

This is a second formal reminder regarding the outstanding balance for consulting services provided to [Client Company Name]. According to our records, we have not yet received payment for the following invoice:

- **Invoice Number:** [Invoice #]
- **Invoice Date:** [Date]
- **Amount Due:** [Amount]
- **Due Date:** [Original Due Date]

This payment is now [Number] days past due. We sent an initial reminder on [Date of first reminder], but the balance remains unpaid.

We value our professional relationship and wish to resolve this matter promptly. Please remit payment via [Payment Method: Bank Transfer/Check/Online Portal] by [Date - e.g., 5 business days from now] to ensure your account remains in good standing.

If you have already sent the payment, please disregard this letter. If there are any discrepancies or if you are experiencing difficulties that prevent payment, please contact us immediately to discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]