

[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: Overdue Payment for Invoice #[Invoice Number]

Dear [Client Name],

This is a second formal reminder that payment for invoice #[Invoice Number], issued on [Date], is now significantly overdue. We previously contacted you on [Date of First Reminder] regarding this balance, but we have not yet received payment or a response.

Our records indicate that the following amount is outstanding:

- **Invoice Number:** #[Invoice Number]
- **Invoice Date:** [Date]
- **Due Date:** [Date]
- **Total Amount Due:** \$[Amount]
- **Days Overdue:** [Number] days

We value our consulting partnership and would like to resolve this matter quickly. Please remit payment via [Payment Method] immediately to bring your account up to date.

If you have already sent the payment, please disregard this letter. If there are any issues or discrepancies preventing payment, please contact me directly at [Phone Number] so we can address them.

We look forward to receiving payment by [Date] to avoid further action or the application of late fees as per our agreement.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]