

Date: [Insert Date]

To:

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: SECOND NOTICE: Outstanding Balance for Consulting Services

Dear [Client Name],

This letter serves as a formal follow-up to our previous notice dated [Date of First Notice] regarding your unpaid balance of \$[Amount] for consulting services rendered between [Start Date] and [End Date].

According to our records, your account is now [Number] days past due. Despite our previous communication, we have not yet received payment or a response regarding your intent to settle this invoice (Invoice #[Invoice Number]).

We value our professional relationship and would like to resolve this matter promptly. Please remit the full payment by [Due Date]. Payment can be made via [Payment Method: Wire Transfer/Check/Online Portal].

If you have already sent your payment, please disregard this letter. If there are circumstances preventing you from making the payment, please contact us immediately at [Phone Number] or [Email Address] to discuss a payment arrangement.

Failure to settle this balance or contact our office by [Date] may result in the suspension of further services and the escalation of this matter to a formal collection process.

Thank you for your immediate attention to this request.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]