

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

[Date]

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

RE: SECOND DEMAND FOR PAYMENT - PAST DUE INVOICE #[Invoice Number]

Dear [Client Contact Name],

This letter serves as a formal second demand for payment regarding consulting services provided between [Start Date] and [End Date].

As of today, your account remains delinquent in the amount of \$[Total Amount Owed]. This balance was originally due on [Original Due Date] per Invoice #[Invoice Number]. We previously contacted you on [Date of First Demand Letter] regarding this matter, but we have yet to receive payment or a response explaining the delay.

The outstanding balance is for the following services:

- [Service Description 1]
- [Service Description 2]

Please remit the full payment of \$[Total Amount Owed] within [Number, e.g., 5 or 7] business days from the date of this letter. Payment can be made via [Payment Method: Wire Transfer/Check/Online Portal].

If you have already sent payment, please disregard this notice. If there is a dispute regarding the services rendered or the amount invoiced, please contact me immediately at [Phone Number] to resolve the issue.

Failure to settle this account promptly may force us to consider further action to recover the debt, including the suspension of ongoing services or legal proceedings.

We value our professional relationship and look forward to resolving this matter immediately.

Sincerely,

[Your Name]
[Your Title]