

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

[Date]

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

## **URGENT SECOND REMINDER: OVERDUE PAYMENT FOR CONSULTING SERVICES**

Dear [Client Name],

This is a formal second reminder regarding the outstanding balance of \$[Amount] for consulting services provided under Invoice #[Invoice Number], which was due on [Due Date].

Despite our previous reminder on [Date of First Reminder], we have yet to receive payment or a response regarding the status of this account. This debt is now [Number] days past due.

Please find the invoice details below:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Date]
- **Total Amount Due:** \$[Amount]

We value our professional relationship; however, we require immediate payment to avoid further action. Please settle this balance within [Number] business days via [Payment Method].

If payment has already been sent, please disregard this notice. If you are experiencing difficulties, please contact us immediately to discuss a payment arrangement.

Sincerely,

[Your Name]  
[Your Title]