

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

[Date]

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

**Subject: SECOND REMINDER: Outstanding Balance for Financial Services**

Dear [Client Name],

We are contacting you regarding your outstanding account balance of [Amount Due], which remains unpaid despite our previous reminder sent on [Date of First Reminder].

According to our records, this payment was due on [Original Due Date] for the following services: [Brief Description of Services].

We value your business and understand that administrative delays can occur. However, as this payment is now [Number] days overdue, we kindly request that you settle the balance immediately to ensure your account remains in good standing and to avoid any interruption to your services.

**Payment Details:**

- Invoice Number: [Invoice Number]
- Amount Due: [Amount Due]
- Payment Method: [Insert Link, Bank Details, or Instructions]

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties or have questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Your Company Name]