

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

**Subject: SECOND REMINDER: Overdue Payment for Accounting Services**

Dear [Client Name],

This is a second reminder that your account is now past due. We previously sent a notice on [Date of First Reminder] regarding invoice #[Invoice Number], but we have not yet received payment or a response.

**Account Summary:**

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

We understand that things can get busy, but we request that you settle this balance immediately to keep your account in good standing. If there is a reason for the delay or if you have already sent the payment, please let us know so we can update our records.

Payments can be made via [List Payment Methods, e.g., Credit Card, Bank Transfer, Check].

If you have any questions regarding the services provided or the invoice details, please contact our billing department at [Phone Number] or [Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]