

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

[Date]

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

Subject: SECOND NOTICE: Overdue Payment for Invoice(s) #[Invoice Number(s)]

Dear [Customer Contact Name],

This letter is to formally follow up on our previous notice regarding the outstanding balance on your account. According to our records, your payment for the following invoice(s) is now [Number] days past due:

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

We have yet to receive your payment or a response regarding the status of this balance. We value your business and would like to help you clear this obligation to ensure your account remains in good standing.

Please submit your payment in full by [Date]. You can pay via [Payment Method: e.g., online portal, check, or bank transfer].

If payment has already been sent, please disregard this notice. If you are experiencing financial difficulties or have questions regarding these charges, please contact our accounting department immediately at [Phone Number] or [Email Address] so we can discuss a payment arrangement.

We look forward to resolving this matter promptly.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]