

Date: [Insert Date]

To:

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: SECOND NOTICE: Outstanding Invoice for Tax Preparation Services

Dear [Client Name],

According to our records, we have not yet received payment for your tax preparation services completed on [Service Date]. This is a follow-up to the first reminder sent on [Date of First Reminder].

Invoice Details:

Invoice Number: [Invoice #]

Invoice Date: [Date]

Amount Due: \$[Amount]

We understand that things can get busy, but we kindly request that you settle this balance immediately to keep your account current. You can make a payment via [Insert Payment Method - e.g., online portal, check, or credit card].

If you have already sent your payment, please disregard this letter. If there is a reason for the delay or if you have questions regarding the invoice, please contact our office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Website]