

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: SECOND NOTICE: Overdue Payment for Bookkeeping Services

Dear [Client Name],

This is a second follow-up regarding the outstanding balance on your account for bookkeeping services provided. Our records show that the following invoice(s) remain unpaid:

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

We sent a previous reminder on [Date of First Follow-Up], but we have not yet received payment or a response regarding the status of this invoice. Your account is now [Number] days past due.

Please arrange for payment to be made immediately via [Payment Method: e.g., Bank Transfer, Credit Card, Check]. If you have already sent the payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding the charges, please contact me at [Phone Number] or [Email Address] so we can discuss a payment plan.

We value your business and look forward to resolving this matter promptly.

Sincerely,

[Your Name]
[Your Title]