

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

[Date of This Letter]

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

**Subject: SECOND REMINDER: Overdue Payment for Invoice [Invoice Number]**

Dear [Recipient Name],

This is a formal follow-up to our previous reminder sent on [Date of First Reminder] regarding the outstanding balance for invoice [Invoice Number].

According to our records, we have not yet received payment of [Amount Due], which was originally due on [Original Due Date].

We understand that administrative errors can happen; however, as this is now our second request, we ask that you settle this account immediately. If payment has already been sent, please disregard this notice.

Payment can be made via: [Insert Payment Method/Link]

If there are any issues preventing payment, please contact us at [Phone Number] or [Email Address] so we can resolve this matter.

Sincerely,

[Your Signature]

[Your Typed Name]  
[Your Title]