

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

[Date]

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

RE: SECOND NOTICE - OUTSTANDING BALANCE FOR [Project Name/Address]

Dear [Client Name],

This letter is a second formal request for payment regarding the outstanding balance for construction services provided at [Project Address].

Our records indicate that we have not yet received payment for Invoice #[Invoice Number], which was due on [Original Due Date]. As of today, the total amount overdue is **[\$Amount Due]**.

We previously sent a reminder on [Date of First Letter], but the balance remains unpaid. We value our professional relationship and would like to resolve this matter promptly to avoid any further action or the assessment of late fees as outlined in our contract.

Please submit your payment via [Payment Method: e.g., Check, Bank Transfer, Credit Card] by [New Deadline Date].

If you have already sent your payment, please disregard this notice. If there is a discrepancy or if you are experiencing financial difficulties that prevent payment at this time, please contact us immediately at [Phone Number] to discuss a payment plan.

Thank you for your prompt attention to this overdue account.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]