

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

[Date]

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

RE: SECOND REMINDER - OVERDUE PAYMENT FOR [Project Name/Invoice Number]

Dear [Contact Person Name],

We are writing to follow up on our previous notice regarding the outstanding balance of \$[Amount] for construction services provided at [Project Location/Address].

According to our records, your account is now [Number] days past due. The original payment was due on [Original Due Date] under the terms of our agreement dated [Contract Date].

Despite our previous reminder sent on [Date of First Reminder], we have yet to receive payment or a response regarding the status of this invoice. We value our working relationship and would like to resolve this matter promptly to avoid any disruption to ongoing or future work.

Please find a copy of the original invoice attached for your reference. We request that you settle this balance immediately via [Accepted Payment Methods].

If payment has already been sent, please disregard this letter. Otherwise, please contact us at [Phone Number] or [Email] to confirm when we can expect the funds or to discuss a payment schedule.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]