

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

[Date]

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

SUBJECT: SECOND REMINDER: OVERDUE PAYMENT FOR INVOICE(S) #[Invoice Numbers]

Dear [Client Contact Name],

This letter serves as a formal second reminder that your account is now seriously past due. Despite our previous notice sent on [Date of First Reminder], we have yet to receive payment or a response regarding the outstanding balance for subcontracting services rendered.

The following invoice(s) remain unpaid:

- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]
- Invoice #[Number] - Amount: \$[Amount] - Due Date: [Date]
- **Total Outstanding Balance: \$[Total Amount]**

As a subcontractor, we have fulfilled our contractual obligations in full and on schedule. Your failure to remit payment is a breach of our signed agreement. Please be advised that if payment is not received within [Number, e.g., 5] business days, we will be forced to take further action to protect our interests.

This action may include, but is not limited to:

- Immediate suspension of all current and future services.
- Assessment of late fees and interest as permitted by law/contract.
- Referral of this matter to a formal debt collection agency.
- Legal proceedings to recover the debt, including costs and attorney fees.

We would prefer to resolve this matter amicably. Please remit the total balance via [Payment Method] immediately or contact me at [Your Phone Number] to provide proof of payment.

Sincerely,

[Your Name]
[Your Title]