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

[Date]

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

RE: SECOND WARNING - OVERDUE PAYMENT FOR INVOICE #[Invoice Number]

Dear [Client Name],

This letter serves as a second formal notice regarding the outstanding balance for construction services completed at [Project Address/Site Name].

As of today, we have not received payment for **Invoice #[Invoice Number]**, which was originally due on [Original Due Date]. Our records indicate that a balance of **$[Amount Due]** remains unpaid despite our previous reminder sent on [Date of First Warning].

The details of the outstanding invoice are as follows:

- Invoice Number: [Invoice Number]
- Invoice Date: [Date]
- Original Amount: $[Amount]
- Current Balance Due: $[Amount Due]

Please remit payment immediately to avoid further action. You can pay via [Payment Method: e.g., Bank Transfer, Check, Online Portal].

If there is a reason for this delay, or if you believe this is an error, please contact our office at [Phone Number] immediately so we can resolve the matter. If payment has already been sent, please disregard this notice.

We value our professional relationship and look forward to clearing this balance promptly.

Sincerely,

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