

**Date:** [Insert Date]

**To:**

[Hiring Manager Name/Accounts Payable]

[Client Company Name]

[Company Address]

**Subject: SECOND NOTICE: Overdue Sourcing Fee for [Candidate Name]**

Dear [Contact Person Name],

This is a second formal notice regarding the outstanding sourcing fee for the placement of **[Candidate Name]**, who started the position of **[Job Title]** on **[Candidate Start Date]**.

Our records indicate that Invoice #**[Invoice Number]**, dated **[Invoice Date]**, remains unpaid. This balance of \$**[Amount Due]** is now **[Number]** days past due.

We previously sent a reminder on **[Date of First Notice]**, but we have not yet received payment or a response regarding the status of this invoice.

Please find the payment details below:

- **Invoice Amount:** \$**[Amount Due]**
- **Original Due Date:** **[Due Date]**
- **Payment Methods:** **[Insert Bank Details / Check Instructions / Online Link]**

If payment has already been sent, please disregard this notice. Otherwise, we request that you settle this account immediately to avoid further late fees or a disruption in our recruitment services.

If there are any discrepancies or if you require a copy of the original invoice, please contact me directly at **[Your Phone Number]** or **[Your Email Address]**.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]