

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

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

Subject: SECOND NOTICE: Outstanding Balance for Invoice #[Invoice Number]

Dear [Customer Name],

This is a second reminder regarding your outstanding balance of \$[Amount] for invoice #[Invoice Number], which was due on [Due Date].

Our records indicate that we have not yet received payment or a response to our previous notification sent on [Date of First Notice]. We understand that these matters can sometimes be overlooked, but we ask that you clear this balance immediately to keep your account in good standing.

Payment Details:

Invoice Number: [Invoice Number]
Amount Due: \$[Amount]
Original Due Date: [Due Date]

Please submit your payment via [Payment Method: Online Portal/Check/Bank Transfer]. If you have already sent your payment, please disregard this letter.

If you are experiencing financial difficulties or have any questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]