

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

**Subject: SECOND NOTICE: Past Due Payment for Invoice #[Invoice Number]**

Dear [Recipient Name],

This is a second formal request for payment regarding invoice #[Invoice Number], which was due on [Due Date]. According to our records, we have not yet received the payment of [Amount Due] nor a response to our previous reminder sent on [Date of First Reminder].

Your account is now [Number] days past due. We understand that oversights can happen; however, we request that you settle this balance immediately to keep your account in good standing.

Please find a copy of the original invoice attached for your reference. Payment can be made via [List Payment Methods, e.g., Bank Transfer, Credit Card, Check].

If you have already sent the payment, please disregard this letter. If there are any issues or if you would like to discuss a payment plan, please contact us immediately at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]