

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

[Date]

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

**Subject: SECOND NOTICE: Outstanding Billable Hours for Invoice #[Invoice Number]**

Dear [Client Contact Name],

This is a follow-up to our previous notice sent on [Date of First Notice] regarding the outstanding balance for billable hours completed during the period of [Start Date] to [End Date].

According to our records, payment for Invoice #[Invoice Number] in the amount of \$[Total Amount Due] is now [Number] days past due. As of today, we have not received payment or a response regarding the status of this invoice.

Attached is a copy of the original invoice for your review. We kindly request that you settle this balance immediately to ensure that our services continue without interruption.

**Payment Details:**

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

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

If there are any discrepancies or if you are experiencing difficulties with the payment process, please contact me directly at [Your Phone Number] so we can resolve this matter promptly.

Thank you for your immediate attention to this account.

Sincerely,

[Your Name]  
[Your Title]