

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

[Date]

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

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

Dear [Contact Person Name],

This is a follow-up to our previous reminder regarding the outstanding balance for invoice #[Invoice Number], which was due on [Due Date]. According to our records, we have not yet received payment for this statement.

**Account Summary:**

- Invoice Number: #[Invoice Number]
- Invoice Date: [Date of Invoice]
- Total Amount: \$[Amount Due]
- Days Past Due: [Number of Days]

We understand that delays can occur, but we request that you settle this account immediately. Please find a copy of the original invoice attached for your reference.

If payment has already been sent, please disregard this notice. Otherwise, please remit payment via [Accepted Payment Methods: e.g., ACH, Wire Transfer, Check].

If you have any questions or require assistance regarding this invoice, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]