

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

[Date]

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

Subject: SECOND NOTICE: Past Due Invoice for Mediation Services

Dear [Client Name],

This letter is a second formal reminder that your account is currently past due. We have not yet received payment for the mediation services provided on [Date of Service].

Our records indicate that the following invoice remains unpaid:

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

We sent a previous notice on [Date of First Notice], but your balance remains outstanding. Please remit payment immediately via [Accepted Payment Methods - e.g., check, bank transfer, or online portal].

If you have already sent your payment, please disregard this notice. If there is a discrepancy or if you are experiencing financial difficulties, please contact our office at [Phone Number] so we can discuss a payment arrangement.

We value our professional relationship and look forward to resolving this matter promptly.

Sincerely,

[Your Name]
[Your Title]