

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

[Date]

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

RE: SECOND NOTICE - PAST DUE INVOICE #[Invoice Number]

Dear [Recipient Name],

This letter serves as a second formal notice that payment for Invoice #[Invoice Number], dated [Invoice Date], is now significantly overdue. This invoice pertains to intellectual property licensing fees/royalties for [Description of IP/Project].

According to our records, the outstanding balance of \$[Amount] was due on [Original Due Date]. We previously sent a reminder on [Date of First Notice], but we have yet to receive payment or a response regarding the status of this account.

Please find the details of the outstanding balance below:

- Invoice Number: [Invoice Number]
- Invoice Date: [Invoice Date]
- Original Amount: \$[Amount]
- Late Fees (if applicable): \$[Amount]
- **Total Balance Due: \$[Total Amount]**

We value our professional relationship and wish to resolve this matter promptly. Please remit payment immediately via [Payment Method: Bank Transfer/Check/Online Portal].

If payment has already been sent, please disregard this notice. If there are any discrepancies or if you are experiencing financial difficulties, please contact our billing department at [Phone Number] to discuss a payment arrangement.

Failure to settle this account may result in the suspension of your licensing rights or further legal action to protect our intellectual property interests.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]