

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

[Date]

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

Subject: SECOND NOTICE: Outstanding Payment for Invoice(s) #[Invoice Number(s)]

Dear [Client Contact Name],

This letter is a formal follow-up to our previous notice sent on [Date of First Notice] regarding your outstanding balance of [Total Amount Owed]. As of today, our records indicate that we have not yet received payment for the following invoice(s):

- Invoice #[Number] - Date: [Date] - Amount: [Amount]
- Invoice #[Number] - Date: [Date] - Amount: [Amount]

These charges are now [Number] days past due. We value our professional relationship and would like to resolve this matter promptly. If you have already sent the payment, please disregard this notice.

Please arrange for payment by [Due Date] via [Accepted Payment Methods]. If there are any discrepancies or if you are experiencing difficulties that prevent payment, please contact our billing department immediately at [Phone Number] so we can discuss a solution.

Thank you for your prompt attention to this matter.

Sincerely,

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