

Second Reminder Letter for Payment Request

This template for a **second reminder letter for payment request** serves as a professional and courteous follow-up communication to prompt overdue payment from a client or customer. It reiterates the payment details, highlights the outstanding amount, and urges timely settlement while maintaining a respectful tone to preserve the business relationship.

Template

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

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

Subject: **Second Reminder: Payment Request for Invoice #**[Invoice Number]

Dear [Client Name],

We hope this message finds you well.

This is a second reminder regarding the payment of [Amount Due] for invoice number [Invoice Number], which was due on [Due Date]. As of today, the outstanding amount remains unpaid.

We kindly request that you arrange payment at your earliest convenience to avoid any service interruptions. Please find the details of the invoice below for your reference:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Invoice Date]
- **Due Date:** [Due Date]
- **Outstanding Amount:** [Amount Due]

If you have already made the payment, please disregard this letter. Should you have any questions or need further assistance, do not hesitate to contact us at [Your Contact Information].

Thank you for your prompt attention to this matter. We value your business and look forward to continuing our relationship.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]

Sample Letter

ABC Corporation
123 Business Rd.
Metropolis, NY 10001
accounts@abccorp.com
(555) 555-1234
April 15, 2024

John Doe
Acme Supplies Ltd.
456 Commerce St.
Metropolis, NY 10002

Subject: **Second Reminder: Payment Request for Invoice #2024-511**

Dear John Doe,

We hope this message finds you well.

This is a second reminder regarding the payment of **\$2,500.00** for invoice number **2024-511**, which was due on **March 31, 2024**. As of today, the outstanding amount remains unpaid.

We kindly request that you arrange payment at your earliest convenience to avoid any service interruptions. Please find the details of the invoice below for your reference:

- **Invoice Number:** 2024-511
- **Invoice Date:** March 1, 2024
- **Due Date:** March 31, 2024
- **Outstanding Amount:** \$2,500.00

If you have already made the payment, please disregard this letter. Should you have any questions or need further assistance, do not hesitate to contact us at (555) 555-1234.

Thank you for your prompt attention to this matter. We value your business and look forward to continuing our relationship.

Sincerely,
Jane Smith
Accounts Receivable Manager
ABC Corporation