

Business Letter for Second Payment Follow Up

Date: [Insert Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, ZIP Code]

Dear [Client Name],

I hope this letter finds you well. We value our ongoing business relationship and appreciate your continued trust in our services.

We would like to gently remind you that invoice number **[Invoice Number]**, dated **[Invoice Date]**, for the amount of **[Invoice Amount]** has been overdue since **[Original Due Date]**. According to our records, this payment was due **[Number of Days Late]** days ago.

We kindly request you to process the outstanding payment at your earliest convenience. If payment has already been sent, please disregard this notice. Otherwise, we would appreciate it if you could confirm the expected payment date or let us know if you need any further information regarding this account.

Please find the details of the outstanding invoice below:

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

We appreciate your prompt attention to this matter and thank you for your cooperation. Should you require any assistance or wish to discuss the payment, please contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]