

Subject: Second Payment Reminder â€“ Outstanding Invoice #[Invoice Number]

[Sender's Company Letterhead or Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding invoice #[Invoice Number], originally issued on [Invoice Date] for the amount of [Outstanding Amount], which, according to our records, remains unpaid.

This is our second reminder, as we previously reached out on [Date of First Reminder] but have not yet received payment or a response. Please review the details below:

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

We value our relationship and understand that oversights happen. However, prompt payment helps us continue to provide you with the best possible service. If you have already sent payment, please disregard this reminder. Otherwise, we kindly ask that you remit payment by [New Payment Due Date] to avoid any interruption in services.

If you have any questions regarding this invoice or require assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your immediate attention to this matter. We appreciate your cooperation and look forward to resolving this soon.

Sincerely,

[Your Name]

[Your Position]

[Company Name]