[Company Name]

[Street Address]
[City, State, Zip]
[Email/Phone]

SECOND NOTICE

Date: [Current Date]

TO:
[Client Name]
[Client Address]
[City, State, Zip]

RE: OVERDUE INVOICE #[Invoice Number]

This is a formal reminder that your account is now past due. Our records indicate that we have not yet received payment for the invoice listed below, which was originally due on [Original Due Date].

Description	Original Date	Days Overdue	Amount
Invoice #[Number]	[Date]	[Number]	$[0.00]
Late Fee (if applicable)	-	-	$[0.00]
		Total Outstanding:	**$[0.00]**

Please remit payment immediately to bring your account up to date. If payment has already been sent, please disregard this notice.

Payment Methods:
[Insert Payment Link, Bank Details, or Mailing Instructions]

If you have any questions regarding this statement or are experiencing difficulties making payment, please contact our billing department at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,
[Name/Department]
[Company Name]