

Second Notice for Unpaid Invoice

Dear [Client's Name],

We hope this message finds you well. This is a second notice regarding the unpaid invoice number [Invoice Number], which was due on [Due Date]. Despite our previous correspondence on [Date of First Notice], we have yet to receive payment.

The outstanding amount is [Amount Due]. We kindly ask that you remit your payment by [New Due Date] to avoid further actions.

If you have already sent the payment, please disregard this notice. Should you have any questions or require assistance, do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]