

Subject: Second Reminder for Pending Payment

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the outstanding payment for invoice #[Invoice Number], which was due on [Due Date].

As of today, we have yet to receive your payment. We kindly ask that you address this matter at your earliest convenience to avoid any late fees or service interruptions.

If you have already sent your payment, please disregard this notice. Otherwise, please let us know if you have any questions or need assistance with the payment process.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]