

# Second Notice for Unsettled Payment

**Date:** [Insert Date]

**To:** [Recipient's Name]  
[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a second reminder regarding the unsettled payment for Invoice #[Invoice Number], dated [Invoice Date], which was due on [Due Date]. As of today, the outstanding amount of [Amount Due] remains unpaid.

We kindly ask that you remit payment immediately to avoid potential late fees and further action. If you have already sent payment, please disregard this notice and accept our gratitude.

If you require any further details or wish to discuss this matter, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[Phone Number]  
[Email Address]