

Second Reminder for Late Payment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. This is a second reminder regarding Invoice #[Invoice Number] dated [Invoice Date], which was due for payment on [Due Date]. As of today, we have yet to receive your payment of [Amount Due].

We kindly ask you to process the payment at your earliest convenience to avoid any late fees. If you have already sent your payment, please disregard this notice.

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

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]