

Second Reminder for Payment

Dear [Recipient's Name],

We hope this message finds you well. This is a reminder that, as of [Date], we have yet to receive payment for invoice # [Invoice Number], which was due on [Due Date].

The outstanding amount is [Amount Due]. We kindly ask that you process this payment at your earliest convenience to avoid any late fees or service interruptions.

Please let us know if there are any issues regarding this payment or if you need further assistance.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]