

## **Second Notice Payment Reminder**

Dear [Client's Name],

We hope this message finds you well. This is a gentle reminder regarding the outstanding payment of [Invoice Amount] for invoice #[Invoice Number] issued on [Invoice Date]. As of today, the payment is [number of days overdue] days overdue.

Please make the payment by [New Due Date] to avoid any late fees and disruptions in service. You can make the payment via [Payment Method Options].

If you have already sent the payment, kindly disregard this notice. If you have any questions or need to discuss your account, please do not hesitate to contact us.

Thank you for your attention to this matter.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]