

First Follow-up Letter Template

[Your Company Name]

[Your Address]

[City, State, ZIP]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP]

Subject: Second Reminder - Outstanding Invoice #[Invoice Number]

Dear [Customer's Name],

I hope this letter finds you well. We regret to inform you that your invoice (#[Invoice Number]) for [Amount] is still outstanding, even after our previous reminder. The due date was [Due Date].

We understand that oversights can occur, and we kindly urge you to settle this invoice immediately to avoid any further inconvenience. Please refer to the invoice for payment options, or get in touch with our accounts department at [Accounts Department Phone Number] if you require assistance.

We appreciate your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

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