

Second Reminder with Late Fee Notice Template

[Your Company Name]

[Your Address]

[City, State, ZIP]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP]

Subject: Important Notice - Unpaid Invoice #[Invoice Number]

Dear [Customer's Name],

We hope this message finds you well. We wish to inform you that your invoice (#[Invoice Number]) for [Amount] remains unpaid, despite our previous reminders. The due date was [Due Date], and unfortunately, late payment charges are now applicable.

We strongly urge you to settle this invoice immediately to avoid further escalation. Please refer to the invoice for updated payment details, including the late fee, or contact our accounts department at [Accounts Department Phone Number] for assistance.

Your prompt action is greatly appreciated.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]