Formal Second Payment Demand Letter

Subject: SECOND NOTICE - Overdue Payment Required

Dear [Customer Name],

This is our second attempt to collect payment for Invoice #[Invoice Number] dated [Original Date] in the amount of $[Amount]. The payment was originally due on [Due Date] and is now [Number] days overdue.

Despite our previous communication dated [Date of First Notice], we have not received payment or heard from you regarding this matter. This is concerning as it affects our business operations and cash flow.

IMMEDIATE ACTION REQUIRED:

Please remit payment within 10 days of this notice to avoid further collection actions. Failure to respond may result in:

- Additional late fees and interest charges
- Suspension of services/credit privileges
- Referral to a collection agency
- Potential legal action

If you are experiencing financial difficulties, please contact us immediately to discuss payment arrangements. We are willing to work with you to find a mutually acceptable solution.

Time is of the essence. Please treat this matter with the urgency it deserves.

Sincerely,

[Your Name]

[Title]

[Company Name]

[Contact Information]