

Firm But Professional Follow-up

Subject: URGENT: Second Notice - Outstanding Payment Due

Dear [Client Name],

This is our second attempt to collect payment for Invoice #[Invoice Number] dated [Date] in the amount of \$[Amount], which is now [Number] days overdue.

Despite our previous reminder sent on [Previous Reminder Date], we have not received payment or any communication regarding this outstanding balance. This delay is causing significant concern and affecting our business operations.

We require immediate payment within [Number] days of this notice. If payment is not received by [Final Date], we will be forced to consider additional collection measures, which may include:

- Suspension of services
- Referral to a collection agency
- Legal action to recover the debt
- Additional fees and interest charges

Please contact us immediately if you need to discuss payment arrangements or if there are any disputes regarding this invoice.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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