[Company name]

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Payment Reminder - Second Notice

Firm reminder for a seriously overdue invoice

Date: [date]

To: [Customer name]

Re: Invoice [invoice number] dated [invoice date] - [amount] [currency], due [due date] ([number] days overdue)

Letter

Dear [Customer name],

We wrote to you on [date of first reminder] about the overdue invoice above. As of today the amount of [amount] [currency] remains unpaid, now [number] days past due.

We take non-payment seriously. Please arrange payment within [7] days of this letter. If you are experiencing difficulties, contact us immediately at [phone/email] - we are willing to discuss a payment plan, but we need to hear from you.

If we do not receive payment or hear from you, we will escalate this matter, which may include [late payment charges under our terms / suspending your account / passing the debt to a collection agency].

Yours sincerely,

[Your name]

[Job title], [Company name]

[Phone] · [Email]