**TEMPLATE   
 SECOND OVERDUE PAYMENT REMINDER**

**Subject:**[your company]**– Overdue Payment** – [invoice ref number]

Dear [client name],

Further to my previous correspondence, I’m contacting you again on behalf of [your company] with regard to the following outstanding invoice:

[invoice ref number] / [invoice balance] / due date: [due date]

If you need any further information or documentation in order to pay this invoice, please let me know so I can provide this. Otherwise, please advise as to the status of this payment as it is now more than 14 days overdue.

I have attached a copy of the invoice for your reference.

Thanks for your help,

[sender name]