

Date: [Current Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: SECOND NOTICE: Your account is 60 days past due

Dear [Customer Name],

This letter is to inform you that your account remains unpaid and is now 60 days past due. Our previous attempts to contact you regarding your outstanding balance of \$[Amount] have gone unanswered.

Account Details:

- Invoice Number: [Invoice #]
- Invoice Date: [Date]
- Total Amount Due: \$[Amount]

We value your business and would like to help you resolve this matter immediately. Please submit your payment via [Payment Method] or contact us to arrange a payment plan.

If we do not receive payment or hear from you by [Date], we may be forced to suspend your services or refer your account to a third-party collection agency, which may affect your credit rating.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Company Name]

[Phone Number]

[Email Address]