[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name/Company Name]
[Tenant Address]
[City, State, Zip Code]

URGENT SECOND REMINDER: NOTICE OF OUTSTANDING COMMERCIAL ARREARS

Dear [Contact Person Name],

We refer to our previous correspondence dated [Date of First Reminder] regarding the outstanding balance on your account for the premises located at [Property Address].

As of today, we have not received payment or a response regarding the overdue amount. Your account currently shows a total outstanding balance of **[Total Amount Due]**. This balance consists of the following:

- Invoice #[Number] - [Date] - [Amount]
- Invoice #[Number] - [Date] - [Amount]
- Late Fees/Interest: [Amount]

This situation is now critical. Please be advised that under the terms of your lease agreement, we are entitled to charge interest on overdue amounts and may take further action to recover these funds.

Please arrange for immediate payment of the full balance via [Payment Method: e.g., Bank Transfer/Online Portal] by [Final Deadline Date]. Our payment details are as follows:

Bank Name: [Bank Name]
Account Name: [Account Name]
Account Number: [Number]
Routing/Sort Code: [Number]

If you have already made this payment within the last 24 hours, please disregard this notice. If you are experiencing financial difficulties, you must contact us immediately at [Phone Number] to discuss a formal payment plan.

Failure to settle this debt or contact us by the date specified above may result in further action, which could include legal proceedings or the instruction of debt collection agents.

Yours sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]