

URGENT: SECOND REMINDER NOTICE

[Your Company Name]
[Your Company Address]
[Date]

[Customer Name]
[Customer Address]
[Account Number]

Subject: FINAL OPPORTUNITY TO SETTLE OUTSTANDING ARREARS

Dear [Customer Name],

We are contacting you regarding the outstanding balance of [Total Amount Owed] on your utility account. Despite our previous reminder dated [Date of First Reminder], we have not yet received payment or a response from you.

Your account is now significantly overdue. To avoid further escalation, please settle the full balance by [Deadline Date].

Payment Options:

- Online: [Website Link]
- Phone: [Phone Number]
- Bank Transfer: [Account Details]

If you are experiencing financial difficulties, it is vital that you contact our collections team immediately at [Phone Number] to discuss a repayment plan. We are committed to working with customers to find manageable solutions.

Failure to respond to this notice may result in:

- Referral of your account to a third-party debt collection agency.
- Reporting of this default to credit reference agencies, which may impact your credit rating.
- Disconnection of services (where legally permitted).

If you have made this payment within the last 48 hours, please disregard this letter.

Yours sincerely,

[Your Name/Department]
[Your Company Name]