

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

[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: SECOND REMINDER: Outstanding Balance for Account #[Account Number]

Dear [Customer Name],

Our records indicate that we have not yet received payment for your utility services, despite our previous reminder sent on [Date of First Reminder].

As of today, your account remains overdue in the amount of **[\$[Amount Due]**. This balance was originally due on [Original Due Date].

To avoid any disruption in your service or potential late fees, please settle this balance immediately. You can make a payment through the following methods:

- Online at: [Website URL]
- By phone: [Phone Number]
- By mail: Please send a check to the address listed above

If you have already sent your payment, please disregard this notice and accept our thanks. If you are experiencing financial difficulties and are unable to pay the full amount, please contact our billing department at [Phone Number] to discuss payment arrangement options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Company Name]