

[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: Overdue Utility Invoice - [Account Number]

Dear [Customer Name],

This is a second reminder that your utility account for [Service Type] is currently past due. Our records show that we have not yet received payment for invoice #[Invoice Number], which was due on [Original Due Date].

Account Summary:

- Invoice Number: [Invoice Number]
- Original Amount: \$[Amount]
- Late Fees: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

We requested payment in a previous notice sent on [Date of First Reminder], but the balance remains outstanding. Please remit the full payment immediately to avoid further late charges or a possible interruption of your utility services.

You can make a payment through the following methods:

- Online: [Link to Payment Portal]
- Phone: [Phone Number]
- In Person/Mail: [Address]

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties or believe there is an error with your bill, please contact our billing department at [Phone Number] as soon as possible to discuss a payment plan.

Thank you for your prompt attention to this matter.

Sincerely,

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