

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

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

Subject: SECOND NOTICE: Overdue Payment for Utility Services

Dear [Customer Name],

We are contacting you regarding account number [Account Number]. 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 balance of \$[Amount Due] is [Number] days past due. This amount was originally due on [Original Due Date].

Please submit your payment immediately via one of the following methods:

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

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error on your statement, please contact our billing department at [Phone Number] right away to discuss payment arrangements.

Failure to settle this balance or contact us by [Deadline Date] may result in late fees, service interruption, or the referral of your account to a collection agency.

We look forward to resolving this matter promptly.

Sincerely,

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