

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

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

Subject: SECOND REMINDER: Outstanding Subscription Dues for [Account Number]

Dear [Subscriber Name],

We are writing to you regarding your subscription for [Service/Publication Name]. According to our records, we have not yet received payment for your outstanding balance of [Amount Due], which was due on [Original Due Date].

We sent an initial reminder on [Date of First Reminder], but the balance remains unpaid. To ensure that your service continues without interruption, please settle this amount immediately.

Payment Details:

Amount Due: [Amount]
Invoice Number: [Invoice Number]
Payment Link/Method: [Insert Link or Instructions]

If you have already made this payment within the last few days, please disregard this letter. Otherwise, please complete the payment by [Final Date] to avoid a temporary suspension of your subscription benefits.

If you are experiencing any difficulties with the payment process or have questions regarding your account, please contact our support team at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]