

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

[Date]

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

Subject: SECOND NOTICE: Your Subscription for [Service/Product Name] is Past Due

Dear [Customer Name],

We are reaching out to inform you that we have not yet received payment for your subscription renewal for [Service/Product Name], which was due on [Due Date]. This is our second notification regarding your outstanding balance of [Amount Due].

Your access to [Service/Product Name] features and benefits is currently at risk of interruption. To avoid any service disruptions, please update your payment information or settle the balance as soon as possible.

Account Details:

Subscription ID: [Account/Subscription Number]
Amount Due: [Amount Due]
Due Date: [Due Date]

You can make a payment online by clicking the link below or logging into your account portal:

[Link to Payment Portal]

If you have already sent your payment, please disregard this notice. If you are experiencing technical difficulties or have questions regarding your billing, please contact our support team at [Support Email] or [Support Phone Number].

Thank you for your prompt attention to this matter and for being a valued subscriber.

Sincerely,

[Your Name/Department]
[Your Company Name]