

Date: [Insert Date]

Subject: SECOND NOTICE: Overdue Payment for [Subscription Name]

Dear [Customer Name],

We are contacting you because we have not yet received payment for your [Subscription Name] subscription, which expired on [Expiration Date].

This is our second reminder. Our records indicate that an outstanding balance of \$[Amount Due] remains unpaid. As a result, your access to [Service/Product Name] has been suspended.

To restore your service and keep your account active, please complete your payment as soon as possible. You can pay using one of the following methods:

- **Online:** Log in to your account at [Link to Website]
- **Phone:** Call us at [Phone Number]
- **Direct Link:** [Insert Payment Link]

If you have already sent your payment, please disregard this notice. If you are experiencing technical difficulties or believe this is an error, please contact our support team at [Email Address].

We value your business and hope to welcome you back as an active subscriber today.

Sincerely,

[Your Name/Company Name]
[Billing Department]
[Contact Information]