

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: SECOND NOTICE: Renewal Payment for Subscription #[Account Number]

Dear [Customer Name],

We are writing to follow up on our previous notice regarding your subscription renewal for [Service/Product Name]. Our records show that we have not yet received payment for the upcoming period.

Your subscription is currently scheduled to expire on [Expiry Date]. To ensure that your service remains active and uninterrupted, please complete your payment as soon as possible.

**Payment Details:**

Invoice Number: [Invoice Number]

Amount Due: [Amount]

Due Date: [Date]

You can make a payment through any of the following methods:

- Online: [Link to Payment Portal]
- Phone: [Phone Number]
- Mail: Please send a check to the address listed above.

If you have already sent your payment, please disregard this letter. If you are experiencing any issues with the payment process or would like to cancel your subscription, please contact our support team at [Support Email/Phone Number].

Thank you for your continued business.

Sincerely,

[Your Name/Company Name]

[Title]

[Website/Contact Info]