

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

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

Subject: SECOND REMINDER: Your subscription for [Service Name] has expired

Dear [Customer Name],

We are contacting you again because we have not yet received payment for your [Service Name] subscription renewal, which was due on [Due Date].

Your access to [Service Name] features and benefits is currently at risk of being suspended. To avoid any interruption in service, please settle the outstanding balance of [Amount Due] as soon as possible.

Account Details:

Invoice Number: [Invoice #]
Amount Due: [Amount]
Due Date: [Date]

You can make a payment online by clicking here: [Link to Payment Portal] or by logging into your account dashboard.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]