

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

[Date]

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

Subject: SECOND NOTICE: Overdue Payment for Account #[Account Number]

Dear [Customer Contact Name],

This letter is a formal second reminder that your account is currently past due. We previously sent a notice on [Date of First Notice] regarding your outstanding balance, but we have not yet received payment or a response from your office.

According to our records, the following invoice(s) remain unpaid:

- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

We value your business and would like to help you keep your account in good standing. Please submit your payment immediately via [Payment Method: Check/Credit Card/Online Portal].

If payment has already been sent, please disregard this notice. If you are experiencing financial difficulties or have questions regarding these invoices, please contact our accounting department at [Phone Number] so we can discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]