

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

[Date]

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

**RE: SECOND NOTICE - OVERDUE BALANCE**

Dear [Customer Name],

Our records indicate that we have not yet received payment for the auto repair services provided on [Date of Service] for your [Year/Make/Model of Vehicle].

This is our second attempt to contact you regarding Invoice #[Invoice Number] in the amount of \$[Total Amount Owed]. This balance is now [Number of Days] days past due.

Please find the payment details below:

- **Invoice Number:** [Invoice Number]
- **Original Due Date:** [Due Date]
- **Total Amount Due:** \$[Total Amount Owed]

We value your business and would like to resolve this matter quickly. Please submit your payment immediately via [Payment Methods, e.g., credit card, check, or online portal].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error regarding this bill, please contact our office at [Phone Number] today so we can discuss a payment arrangement.

Failure to settle this account or contact us within [Number] days may result in further collection actions.

Sincerely,

[Your Name/Title]  
[Your Shop Name]