

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

[Date]

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

RE: SECOND NOTICE - Past Due Balance for Invoice #[Invoice Number]

Dear [Customer Name],

We are contacting you regarding the outstanding balance of \$[Amount Owed] for automotive services performed on your [Vehicle Make/Model] on [Date of Service].

This is our second attempt to reach you. Our records indicate that we have not yet received payment or a response to our previous notice sent on [Date of First Letter]. Your account is now [Number] days past due.

We value your business and would like to resolve this matter amicably. Please submit your payment in full by [Due Date] to avoid further collection actions or potential reporting to credit bureaus.

Payment Options:

- Pay in person at our shop.
- Pay by phone: [Phone Number]
- Pay online: [Website URL, if applicable]
- Mail a check to the address listed above.

If you have already sent your payment, please disregard this letter. If you are experiencing financial hardship and need to discuss a payment plan, please contact us immediately at [Phone Number].

Sincerely,

[Your Name/Title]
[Your Auto Shop Name]