

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

[Date]

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

Subject: FINAL COURTESY REMINDER: Outstanding Balance for Auto Repairs

Dear [Customer Name],

This is a final courtesy follow-up regarding the unpaid balance on your account for automotive services completed on [Date of Service] for your [Vehicle Make/Model].

Our records show that an outstanding balance of \$[Amount Due] remains unpaid despite our previous reminder sent on [Date of First Reminder].

Invoice Details:

Invoice Number: [Invoice #]
Total Amount Due: \$[Amount Due]
Due Date: [Original Due Date]

We value your business and would like to resolve this matter amicably. Please submit your payment in full by [Insert Date - e.g., 5 days from now] to avoid further collection actions or late fees.

You can make a payment by:

- Calling us at [Phone Number] to pay via credit card.
- Mailing a check to the address listed above.
- Visiting our shop in person.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and need to discuss a short-term payment plan, please contact us immediately.

Thank you for your prompt attention to this final reminder.

Sincerely,

[Your Name/Title]
[Your Shop Name]