

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

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

**RE: SECOND NOTICE - OUTSTANDING INVOICE FOR AUTO REPAIRS**

Dear [Customer Name],

This letter serves as a second formal demand for payment regarding the auto repair services performed on your [Year/Make/Model of Vehicle] on [Date of Service].

Despite our previous notice dated [Date of First Letter], our records indicate that your balance of \$[Amount Due] remains unpaid. This balance is now [Number] days past due.

**Invoice Details:**

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

We value your business and would like to resolve this matter amicably. Please remit payment in full within [Number, e.g., 7] days of the date of this letter to avoid further collection action or the assessment of late fees.

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

Sincerely,

[Your Name/Signature]  
[Title]  
[Your Shop Name]