

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

[Date]

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

RE: SECOND WARNING - PAST DUE INVOICE #[Invoice Number]

Dear [Customer Name],

This is a formal reminder that your account is now seriously past due. We previously contacted you regarding the outstanding balance for repairs performed on your [Vehicle Make/Model] on [Date of Service].

According to our records, the following amount remains unpaid:

Total Amount Due: \$[Amount]
Original Due Date: [Date]

We value your business and would like to resolve this matter amicably. Please submit your payment immediately via mail, over the phone, or in person at our shop.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding the invoice, please contact us at [Phone Number] today so we can discuss a payment plan.

Failure to settle this balance or contact our office within [Number] days may result in further collection actions or legal proceedings.

Sincerely,

[Your Name/Signature]
[Your Title]