

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

[Date]

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

**RE: SECOND REMINDER - PAST DUE ACCOUNT**

Dear [Customer Name],

This is a second reminder regarding your outstanding balance of \$[Amount] for auto repair services completed on [Date of Service] for your [Vehicle Make/Model].

Our records show that your payment is now [Number] days past due. We sent a previous notice on [Date of First Letter], but we have not yet received payment or a response from you.

We value your business and would like to resolve this matter before it affects your credit standing. Please submit your payment in full by [Deadline Date] to avoid further collection actions.

**Account Summary:**

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

You can pay via [Accepted Payment Methods]. If you have already sent your payment, please disregard this letter.

If you are experiencing financial difficulties and would like to discuss a payment plan, please contact our office immediately at [Phone Number].

Sincerely,

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