

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

[Date]

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

**RE: SECOND NOTICE - OVERDUE PAYMENT FOR INVOICE #[Invoice Number]**

Dear [Customer Name],

This is a second follow-up regarding your outstanding balance of \$[Amount] for services performed on your [Vehicle Make/Model] on [Service Date]. This balance is now [Number] days past due.

We previously contacted you on [Date of First Follow-up], but we have not yet received payment or a response regarding your account. We value your business and would like to resolve this matter before it affects your credit standing or results in further collection actions.

Please submit your payment immediately via [Cash/Check/Credit Card/Online Portal]. If there is a reason for this delay, or if you need to discuss a payment plan, please contact our office at [Phone Number] today.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Billing Department]  
[Your Garage Name]