

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

[Date]

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

**RE: SECOND NOTICE - OVERDUE ACCOUNT**

Dear [Customer Name],

We are contacting you regarding your outstanding balance of \$[Amount] for automotive repair services completed on [Date of Service] for your [Vehicle Make/Model].

Our records indicate that we sent a primary notification on [Date of First Letter], but we have not yet received your payment or a response regarding the status of this account. This balance is now [Number] days past due.

**Account Details:**

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

We value your business and understand that delays can occur. Please remit your payment in full immediately. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding the repairs performed, please contact our billing department at [Phone Number] so we can discuss a payment arrangement.

Sincerely,

[Your Name/Signature]  
[Title/Company Name]