

[Your Business Name]  
[Your Address]  
[Your Phone Number]  
[Date]

[Customer Name]  
[Customer Address]

**Subject: SECOND REMINDER: Past Due Balance for Auto Repairs**

Dear [Customer Name],

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

Our records show that we have not yet received payment for invoice #[Invoice Number], which is now [Number] days past due. We sent a previous notice on [Date of First Reminder], but the account remains unpaid.

Please remit your payment immediately to avoid further collection actions or potential late fees. You can pay by [List Payment Methods, e.g., credit card over the phone, check, or online portal].

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

Sincerely,

[Your Name/Title]  
[Your Business Name]