

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

[Date]

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

Subject: SECOND REQUEST: Outstanding Invoice for Vehicle Service - [Invoice Number]

Dear [Customer Name],

This is a follow-up to our previous notice regarding the unpaid balance for vehicle services performed on your [Vehicle Make/Model] on [Service Date].

Our records indicate that we have not yet received payment for invoice #[**Invoice Number**] in the amount of \$[**Amount Due**], which was due on [Original Due Date].

We understand that invoices can sometimes be overlooked. However, as this is now [Number] days past due, we kindly request that you settle this balance immediately. A copy of the invoice is attached for your reference.

Payment Options:

- [Mention Payment Method 1, e.g., Online Portal Link]
- [Mention Payment Method 2, e.g., Check by Mail]
- [Mention Payment Method 3, e.g., Phone Payment]

If you have already sent your payment, please disregard this letter. If there are any discrepancies or if you are experiencing difficulties making this payment, please contact us at [Phone Number] so we can discuss a solution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]