

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

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

**Subject: SECOND REMINDER: Overdue Payment for Vehicle Maintenance**

Dear [Customer Name],

This is a second reminder regarding your outstanding balance for vehicle maintenance services completed on [Date of Service]. Our records show that we have not yet received payment for invoice #[Invoice Number].

**Vehicle Details:**

Make/Model: [Vehicle Make/Model]  
License Plate: [License Plate Number]

**Outstanding Balance: \$[Amount Due]**

We sent a previous notice on [Date of First Reminder], but the balance remains unpaid. We understand that life can be busy, and this may have been overlooked. However, we request that you settle this account immediately to avoid further collection actions or late fees.

Please make your payment via [Payment Method: Cash, Credit Card, Online Portal, or Check].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]  
[Your Title]