

[Your Name/Business Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**RE: URGENT SECOND REMINDER - OUTSTANDING INVOICE #[Invoice Number]**

Dear [Customer Name],

This is an urgent reminder that your account is now seriously overdue. Despite our previous notice on [Date of First Reminder], we have yet to receive payment or a response regarding invoice #[Invoice Number] for the mechanical work performed on your [Vehicle Make/Model].

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

**Original Due Date: [Due Date]**

We value your business, but this matter requires your immediate attention. Please submit the full payment within [Number, e.g., 5] business days to avoid further action. You can pay via [Mention Payment Methods, e.g., Credit Card, Bank Transfer, or Cash at the shop].

If you have already sent the payment, please disregard this letter. If you are experiencing financial difficulties, please contact us immediately at [Phone Number] to discuss a potential payment plan.

Failure to settle this balance or contact us may result in the referral of your account to a collection agency or the initiation of legal proceedings.

We look forward to resolving this matter promptly.

Sincerely,

[Your Name/Signature]

[Your Title/Business Name]