

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

[Date]

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

RE: SECOND REQUEST - NOTICE OF OVERDUE PAYMENT

Dear [Customer Name],

This is a formal follow-up to our previous notice regarding the unpaid balance on your account. As of today, your account is now 30 days past due.

Our records indicate that the following invoice remains unpaid:

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

We requested payment on [Date of First Notice], but we have not yet received your remittance or a response regarding the status of this payment. We understand that delays can occur, but we ask that you settle this balance immediately to keep your account in good standing.

Please send your payment via [Payment Method] or contact us at [Phone Number] if there is a discrepancy or if you have already sent the payment.

If payment is not received within [Number] days, we may be forced to review your credit terms or suspend future services.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]