

Date: [Current Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: SECOND WARNING: Past Due Notice and Late Fee Assessment

Dear [Customer Name],

This is a formal notice to inform you that your account remains past due. Despite our previous notice dated [Date of First Notice], we have not yet received payment for Invoice #[Invoice Number].

According to our records, the following balance is outstanding:

- **Original Invoice Amount:** \$[Amount]
- **Original Due Date:** [Due Date]
- **Late Fee Assessed:** \$[Late Fee Amount]
- **Total Balance Due:** \$[Total Amount]

As per our payment terms, a late fee of \$[Late Fee Amount] has been added to your account. To prevent further action or potential service interruptions, please submit the total payment of \$[Total Amount] by [New Deadline Date].

Payment can be made via [Payment Method: Credit Card, Check, Online Portal Link].

If you have already sent your payment, please disregard this notice. If you are experiencing difficulties making this payment, please contact our billing department immediately at [Phone Number] or [Email Address] to discuss a payment arrangement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]