

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

[Date]

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

**RE: SECOND PAST DUE NOTICE - [Invoice Number]**

Dear [Customer Name],

This letter is to inform you that your account is now sixty (60) days past due. Our records indicate that we have not received payment for the following invoice(s):

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

As per our payment terms, a late fee of \$[Late Fee Amount] has been assessed and added to your balance. The total outstanding balance is now \$[Total Amount].

Please remit the full payment immediately to bring your account back into good standing. You can make your payment via [Payment Method: Check/Credit Card/Online Portal].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address] immediately to discuss payment options.

Failure to settle this balance may result in [Action: Suspension of Service/Referral to Collections]. We value your business and hope to resolve this matter promptly.

Sincerely,

[Your Name/Department]  
[Your Title]