

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

[Date]

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

RE: SECOND NOTICE - Past Due Balance for Account #[Account Number]

Dear [Customer Name],

We are contacting you because we have not yet received payment for your telecommunications services, despite our previous notice sent on [Date of First Notice].

Our records indicate that your account is now [Number] days past due with a total outstanding balance of **[\$Amount Due]**. This balance was originally due on [Original Due Date].

To avoid a potential disruption or disconnection of your services, please remit payment immediately. You can pay your bill through the following methods:

- **Online:** [Website URL/Customer Portal]
- **Phone:** [Phone Number for Payments]
- **Mail:** Please send a check to the address listed at the top of this letter.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error with your billing, please contact our accounts department immediately at [Phone Number] to discuss payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Company Name]