

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

[Date]

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

RE: SECOND NOTICE - OUTSTANDING BALANCE FOR ACCOUNT #[Account Number]

Dear [Recipient Name],

This is a second reminder regarding your outstanding balance of \$[Amount Due]. Our records indicate that we have not yet received payment for invoice #[Invoice Number], which was originally due on [Original Due Date].

We sent a previous notice on [Date of First Notice], but your account remains past due. We ask that you please remit payment immediately to bring your account back into good standing.

Payment Details:

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

You can make a payment via [Payment Method: e.g., online portal, check, or phone].

If you have already sent your payment, please disregard this letter. If there is a reason for the delay or if you have questions regarding this balance, please contact our billing department at [Phone Number] or [Email Address] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

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