

Second Reminder: Payment Due Notice

Date: [Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

This is a **second reminder** that payment for your account remains **overdue**. Despite our previous notice, we have yet to receive payment of the outstanding amount detailed below:

Invoice Number	Due Date	Amount Due
[Invoice #]	[Due Date]	[Amount]

Please arrange immediate payment to avoid any late charges or interruption to your service. If payment has already been made, kindly disregard this notice.

Should you have any questions or require assistance, please contact our accounting department at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Company Name]

[Your Contact Details]