**SECOND COLLECTION LETTER TEMPLATE**

Your business name

Address

City, State, ZIP

Telephone Number

Date

Customer name

Address

City, State, ZIP

Dear Mr./Ms. \_\_\_\_\_\_:

We sent a letter on \_\_\_\_\_\_ to inform you that your account is past due in the amount of \_\_\_\_\_\_. In addition, further attempts to reach you by telephone have been unsuccessful, which is why you are receiving this second notification.

This invoice was due on \_\_\_\_\_\_ and is currently \_\_\_\_ days past due. Listed below are the specific details of the unpaid invoice; we have enclosed a copy for your convenience.

Invoice Number:

Invoice Date:

Invoice Amount:

Description of Services or Products:

We realize that this may be an oversight, and we would appreciate it if you would make your payment no later than \_\_\_\_\_\_\_\_. Please use the enclosed postage-paid envelope to mail your check.

We also accept debit/credit card payments. You can send an email to \_\_\_\_\_, and we will send you a payment link to process your payment. You may also give us a call at \_\_\_\_\_ to make a payment over the phone.

If you are unable to make payment in full by \_\_\_\_\_, please give us a call at \_\_\_\_\_ to make payment arrangements.

Thank you in advance for promptly taking care of this matter.

Sincerely,