

Second Notice: Overdue Service Charge

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a second notice regarding the overdue service charge associated with your account, number [Insert Account Number]. Our records indicate that the payment of [Insert Amount] was due on [Insert Due Date].

As of today, this amount remains unpaid. We kindly ask that you make this payment by [Insert New Deadline] to avoid any further penalties or service interruptions.

If you have already sent your payment, please disregard this notice. Otherwise, we urge you to reach out to us at [Insert Contact Information] if you have any questions or if you require assistance in settling your account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]