**Date:**

**To**

**[The Recipient Name]  
[Business Name]**

**Subject: Second reminder letter for payment on [X]**

Dear customer,

This letter is being written about invoice No. 21255. We have sent a letter to remind you to make the payment on 21st Oct 20XX; however, we failed to hear from you. Therefore, your account is now 15 days past due, and payment of 1000$ is now pending on your side.

You are our valued customer, and we expect you to remit the money to avoid any kind of actions taken against you that can damage your credit score. If you have a genuine reason for not making the payment, you can call at 42263524 and ta to us. I would be happy to arrange payment from your side in instalments. Looking forward to your response.

Regards,

Sender’s signatures

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