

# Second Request for Payment

Date: \_\_\_\_\_, 20 \_\_\_\_

To: \_\_\_\_\_

RE: Payment of Your Account

Dear \_\_\_\_\_ :

Regarding your account, please be advised that we continue to show the following outstanding balance on our books:

Invoice # _____	Date _____	Amount	\$ _____
Invoice # _____	Date _____	Amount	\$ _____
Interest on account at _____ percent		Amount	\$ _____
Late charges		Amount	\$ _____
Less credits and payments		Amount	\$ _____
<b>TOTAL BALANCE DUE</b>		<b>AMOUNT</b>	<b>\$ _____</b>

Please be advised that since our last request for payment dated \_\_\_\_\_, 20 \_\_\_\_ , we have still not yet received payment on this outstanding balance. We must request that you please send the payment immediately. Please disregard this notice if full payment has been forwarded to us.

Thank you for your immediate attention to this matter.

Very truly,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name