[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Second Collection Letter**

Dear Mr. / Mrs. [Name of the Recipient],

On [mention Date], we sent you a letter reminding you to clear your outstanding dues of [mention Amount]. Following are the details of these dues:

Invoice Number:

Invoice Date:

Invoice Amount:

Invoice Description:

The above-mentioned invoice is now [mention Number of Days] days past due. We realize that there might be some issues for which you would not be able to clear the outstanding dues. However, we request you to kindly take this matter into consideration and clear your outstanding dues within the next [mention Number of Days] days.

You can also make payments through a debit or credit card. If you send us an email, we will send you a payment link to make your payment. You can also transfer the amount online into our bank account. In that case, email us and we will send you our bank account details.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]