

SECOND REQUEST FOR PAYMENT

Account #:	Date:	
Customer:	Telephone:	
Address:		
City:	State:	Zip:

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

INVOICE NO.	ITEM/ DESCRIPTION	DATE	AMOUNT
	Interest charged on your account at _____%		
	Late charges		
	Less credits and payments		
	TOTAL BALANCE DUE		

Since our last request for payment on _____, 20____, we have still not 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.

Sincerely,