

Second Payment Reminder Notice

Date: June 10, 2024
To: Mr. John Doe
123 Main Street
Cityname, State ZIP
From: Billing Department
ABC Company Ltd.
456 Business Ave.
Cityname, State ZIP
Subject: Second Payment Reminder for Invoice #INV-2024-5678

Dear Mr. John Doe,

This is a second reminder that payment for the following invoice remains outstanding:

Invoice Number:	INV-2024-5678
Invoice Date:	May 15, 2024
Due Date:	May 31, 2024
Outstanding Amount:	\$ 1,200.00

Please note that this payment is now overdue. Kindly arrange for the payment within 7 days to avoid any late fees or further action. If you have already made the payment, please disregard this notice.

For any questions or to confirm your payment, please contact us at billing@abccompany.com or call (123) 456-7890.

Sincerely,
ABC Company Ltd. Billing Team

Important Notes:

- This is a formal reminder for overdue payment; please respond promptly.
- Double-check invoice details and amount before making payment.
- Retain this notice for your records and future reference.
- Contact the issuer immediately in case of discrepancies or for payment arrangements.
- Repeated failure to pay may result in late fees or service interruption.

This document is system generated and does not require a physical signature.