

## SECOND NOTICE OF OVERDUE ACCOUNT

Date:

To:

Dear

There can be no better way to show you why we are concerned about your overdue account than to list your account balance.

	PAST DUE	
Over 30 Days		\$ _____
Over 60 days		\$ _____
Over 90 days		\$ _____
	Total	\$ _____

May we now have your check without further delay.

Very truly yours,

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