

Account Past Due—Second Notice

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

Dear [customer] :

On _____, 20____, we sent you a notice reminding you of your past due account with us in the amount of \$_____. To date, we have not received a payment on your account, nor have we had any correspondence from you.

Once again, we must request immediate action from you. Please remit the amount due on your account in full by _____, 20____. If circumstances prevent you from making immediate payment, or from being able to pay in full, please contact us by phone or by mail so we can attempt to work out the problem with you.

Failure to respond to this notice will leave us no alternative but to pursue collection options, at which point you will be legally obligated for the amount due on your account *plus* any legal or collection fees that may be incurred.

Please let us hear from you upon receipt of this notice.

Thank you,

H.M. Smith