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August 1, 1995

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Dear [recipient's name],

Overdue Payment of Account

We refer to our letter dated [date of first reminder] where we noted that your account for [month of account] was overdue.

We have still received no payment from you. If there is any query over this matter please contact the writer of this letter as soon as possible.

Sincerely,

[Sign here]

[type your name here]  
[type your job title here]