

DATE

NAME  
ADDRESS

Dear **Insert**

**Payment outstanding – 2nd reminder letter**

Customer name **Insert**  
Customer address **Insert**  
Customer account reference number **Insert**

We wrote to you on **xxxx** requesting payment of invoice number **xxxx**, amount due **£xxxx** by **xxxx**.

You have not notified us of any reason for non-payment of this amount. Neither have we received payment which is now seriously overdue

As you were unable to meet the deadline please either arrange to settle the invoice or contact me, on the number above, within the next 7 days.

If you have any questions or consider that you are in financial hardship and are unable to make the payment, please contact me to discuss your options which may include arranging a payment plan.

Please be aware that non-payment may result in a suspension or loss of service.

I look forward to hearing from you by **xxxx**

Yours sincerely

Graham Harvey  
**Finance Manager**  
Tel 0121 788 3469  
Email [accounts@solihullsolo.org](mailto:accounts@solihullsolo.org)

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