[DATE]

Contact Name

Address

Address2

Country

City

State/Province

Zip/Postal Code

**RE: SECOND REQUEST FOR RENEWAL OF SERVICE AGREEMENT**

Dear [CLIENT NAME],

Your Service Agreement has expired for the equipment that we installed on your premises. We have not received a remittance or a reply to our previous request for payment. Please be sure to follow up on this.

If you have not sent us your payment, please forward your remittance within [NUMBER] days, or we will assume you do not wish to continue your Service Agreement.

Should you decide to terminate your Service Agreement, we will look forward to furnishing the same high quality service on your [SPECIFY] equipment at our current hourly rate of [AMOUNT] per hour, plus parts and travel expense.

If payment has been made or if there are any questions *in re*gard to your account, please contact us at [NUMBER]

Kind Regards,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]