

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

Account Reference: [Insert Reference Number]

SUBJECT: SECOND NOTICE - WARNING FOR DELAYED THIRD-PARTY FUND REMITTANCE

Dear [Recipient Name],

This is a formal second notice regarding the outstanding remittance of third-party funds held by your organization, totaling [Insert Amount], which were due for transfer on [Insert Original Due Date].

We previously contacted you on [Insert Date of First Notice] regarding this matter, but as of today, we have neither received the funds nor a formal explanation for the delay. Please be advised that these funds belong to a third party, and any further withholding may constitute a breach of our financial agreement and applicable regulatory requirements.

Required Action:

You are required to remit the full amount of [Insert Amount] to the bank details provided below within [Insert Number, e.g., 48] hours of receipt of this letter.

Banking Details:

Bank Name: [Insert Bank Name]

Account Name: [Insert Account Name]

Account Number: [Insert Account Number]

SWIFT/IBAN: [Insert Code]

Failure to comply with this second warning will result in the immediate escalation of this matter to our legal department and relevant financial authorities. This may lead to the imposition of late interest charges and potential legal action.

If the payment has already been sent, please provide the transaction confirmation/receipt immediately to [Insert Email Address].

Regards,

[Your Name]

[Your Title]

[Your Company Name]