

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: SECOND WARNING NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Dear [Debtor Name],

This letter serves as a formal second warning regarding your failure to make payments as required under the terms of the agreement dated [Date of Agreement] for [Account Number/Description].

As of this date, your account remains in default. Our records indicate that you have failed to respond to our previous notice dated [Date of First Notice].

Current Amount Due: \$[Total Amount Due]

Past Due Since: [Date Payment was Originally Due]

This is a formal demand for the immediate payment of the total outstanding balance. Please submit the payment in full by [Deadline Date] to avoid further action.

Failure to rectify this default may result in the following actions:

- Acceleration of the full balance of the debt;
- Referral of the account to a third-party collection agency;
- Legal action to recover the debt, including interest and legal fees;
- Reports to credit bureaus which may impact your credit rating.

Please remit payment via [Accepted Payment Methods]. If you have already sent payment, please disregard this notice and contact us to confirm receipt.

If you are experiencing financial hardship and wish to discuss a payment plan, you must contact our office immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Name]

[Your Title/Company Name]

[Your Phone Number]