

**Date:** [Insert Date]

**To:**

[Recipient Name / Accounts Payable]

[Company Name]

[Company Address]

[City, State, Zip Code]

**Subject: SECOND NOTICE: Outstanding Royalty Dues - Account #[Insert Account Number]**

Dear [Recipient Name],

This letter serves as a formal follow-up to our previous notice sent on [Date of First Letter] regarding unpaid royalty fees for the period of [Insert Period, e.g., Q1 2023].

As of today, our records indicate that your account remains past due in the amount of **#[Insert Total Amount]**. This balance consists of the following:

- Principal Royalty Amount: **#[Amount]**
- Late Fees/Interest (if applicable): **#[Amount]**

Your obligations under the License Agreement dated [Insert Contract Date] require royalty payments to be settled within [Number] days of the period end. Failure to remit payment immediately may result in a breach of contract and the potential suspension of your licensing rights.

Please arrange for payment via [Insert Payment Method - Wire/Check/Online Portal] by no later than [Insert Deadline Date].

If payment has already been sent, please disregard this notice. Otherwise, we look forward to receiving your payment promptly to avoid further collection actions.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Phone Number]

[Email Address]