

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: SECOND NOTICE - OVERDUE ROYALTY PAYMENTS**

Dear [Recipient Name],

This letter serves as a formal second notice regarding unpaid royalties owed to [Your Company Name] for the period of [Start Date] to [End Date].

Our records indicate that we have not yet received payment or a response to our initial notice sent on [Date of First Notice]. As of today, the total outstanding balance is \$[Amount Owed].

Under the terms of the Licensing Agreement dated [Date of Agreement], payments are required to be remitted [Monthly/Quarterly/Annually]. Failure to remit these funds constitutes a breach of our contractual terms.

Please submit the full payment by [Deadline Date] via [Payment Method: Wire Transfer/Check/Online Portal].

If payment has already been sent, please disregard this notice. Otherwise, please contact our accounts department immediately at [Phone Number] or [Email Address] to confirm your payment status or to discuss a payment plan.

We value our partnership and look forward to resolving this matter promptly to avoid further collection actions.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]