

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Re: SECOND NOTICE - Overdue Royalty Payment for Account #[Account Number]

Dear [Recipient Name],

This letter serves as a formal second notice regarding the outstanding royalty balance on your account. As of today, our records indicate that we have not yet received payment for the period of [Date Range] or a response to our initial notice sent on [Date of First Notice].

The total overdue amount is: **#[Amount Due]**

As per the terms of our Licensing Agreement dated [Agreement Date], royalty payments are required to be remitted by [Original Due Date]. Failure to settle this balance immediately may result in the accrual of late fees or interest charges as specified in your contract.

Please remit the full payment within [Number, e.g., 5] business days to avoid further administrative action. If you have already sent your payment, please disregard this notice.

Payment can be made via:

- [Payment Method 1, e.g., Bank Transfer Details]
- [Payment Method 2, e.g., Online Portal Link]
- [Payment Method 3, e.g., Check Mailing Address]

If there is a discrepancy regarding the sales reports or the calculated royalty amount, please contact our accounting department immediately at [Phone Number] or [Email Address] so we can resolve the matter.

We value our partnership and look forward to your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]