

[Date]

[Recipient Name]  
[Recipient Company]  
[Address Line 1]  
[Address Line 2]

**SUBJECT: SECOND WARNING - OVERDUE ROYALTY PAYMENTS**

Dear [Recipient Name],

We are writing to you regarding our previous notice dated [Date of First Notice] concerning outstanding royalty payments for the period of [Date Range]. According to our records, your account remains overdue in the amount of [Amount].

This is a formal second warning. Despite our previous communication, we have neither received the payment nor a formal response explaining the delay. Please be advised that you are currently in breach of the License Agreement dated [Agreement Date].

To avoid further action, we require the following within [Number] business days:

- Full payment of the outstanding balance: [Amount]
- Submission of any outstanding royalty reports/statements
- Confirmation of the payment via email

Failure to settle this balance by [Deadline Date] will force us to consider further steps, which may include the accrual of late interest fees, termination of your licensing rights, or the referral of this matter to our legal counsel for formal recovery.

Please remit payment immediately to the following account:

Bank Name: [Bank Name]  
Account Name: [Account Name]  
Account Number: [Account Number]  
Routing/Swift: [Code]

If you have already sent the payment, please disregard this letter.

Yours sincerely,

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