

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

[Date]

[Debtor Name/Company Name]  
[Debtor Address]  
[City, State, Zip Code]

**RE: SECOND DEMAND FOR PAYMENT - Past Due Balance for Construction Services**

Dear [Contact Person Name],

This letter serves as a formal second demand for payment regarding the construction services provided at [Project Address/Name] under contract dated [Contract Date].

As of this date, your account remains delinquent in the amount of **[\$Amount Due]**. Our records indicate that we previously sent a formal notice on [Date of First Demand Letter], yet we have not received payment or a response regarding the status of this debt.

The outstanding balance consists of the following:

- Invoice #[Number] - Date: [Date] - Amount: **[\$Amount]**
- Invoice #[Number] - Date: [Date] - Amount: **[\$Amount]**
- [Accrued Interest/Late Fees if applicable]: **[\$Amount]**

Failure to remit payment immediately may result in further action to protect our interests, which may include the filing of a mechanic's lien against the property, referral to a collection agency, or the commencement of legal proceedings. Please be advised that such actions may result in additional costs, including legal fees and court expenses, for which you may be held liable.

Please remit the full balance of **[\$Total Amount]** by [Deadline Date, e.g., 7 days from date of letter] to the address listed above to avoid further escalation.

If you have already sent payment, please disregard this notice. If there is a discrepancy regarding the work performed or the amount owed, please contact our office immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]