

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

[Date]

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

URGENT SECOND NOTICE: UNPAID BALANCE

Re: Project Name/Invoice #[Number]

Dear [Debtor Name],

This letter serves as a second formal notice regarding the outstanding balance of \$[Amount] for construction services/materials provided on [Date].

Despite our previous notice sent on [Date of First Notice], we have not yet received payment or a response regarding the status of this invoice. This debt is now [Number] days past due.

Our records indicate that the following remains unpaid:

- Original Invoice Amount: \$[Amount]
- Late Fees/Interest: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

We value our working relationship, but we require immediate payment to avoid further action. Please submit the total balance by [Deadline Date].

If payment is not received by the aforementioned date, we will be forced to escalate this matter, which may include filing a mechanic's lien against the property, referring the account to a collection agency, or pursuing legal litigation.

Please contact our office immediately at [Phone Number] if you have already sent payment or if you need to discuss a payment arrangement.

Sincerely,

[Your Name/Signature]
[Your Title]