

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

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

RE: Notice of Second Defaulted Payment Agreement - Account #[Account Number]

Dear [Recipient Name],

This letter is to formally notify you that we have not received the payment due on [Date] as per our revised repayment agreement dated [Date of Second Agreement]. This marks the second instance where a promised payment has not been fulfilled.

To date, your outstanding balance is \$[Amount].

Due to this repeated failure to adhere to the agreed-upon terms, your account is now considered in serious default. We are still willing to resolve this matter amicably; however, we require immediate action to avoid further collection activity or legal escalation.

Required Action:

Please remit the full past-due amount of \$[Amount] by [Deadline Date]. Payments can be made via [Payment Method/Link].

If you are experiencing extreme financial hardship, you must contact our billing department at [Phone Number] immediately to discuss final options. If we do not hear from you or receive payment by the deadline mentioned above, we will have no choice but to [Action: e.g., cancel your services / refer this account to a collection agency].

Please disregard this notice if payment has already been sent.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]