

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

[Date]

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

**RE: SECOND NOTICE OF DEFAULT - ACCOUNT/INVOICE #[Number]**

Dear [Debtor Name],

This letter serves as formal notification that you have defaulted on your revised payment plan for the second time. As of [Date], we have not received the installment payment of \$[Amount] which was due on [Due Date].

Despite our previous efforts to accommodate your financial situation by restructuring your debt, the terms of the agreement have once again been breached. Your total outstanding balance is currently \$[Total Amount].

Because this is a second default, we are no longer able to offer extended payment terms. To prevent further escalation, we require the **full outstanding balance** to be paid within [Number] days of the date of this letter.

Payment can be made via:

- [Payment Method 1]
- [Payment Method 2]

Please be advised that if payment is not received by [Deadline Date], we will have no choice but to refer this matter to a professional debt collection agency or initiate formal legal proceedings to recover the debt, including interest and legal costs where applicable.

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

Yours sincerely,

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