

[Your Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

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

RE: FINAL WARNING - SECOND BROKEN PAYMENT PROMISE

Account Number: [Account Number]
Outstanding Balance: \$[Amount]

Dear [Customer Name],

This letter serves as formal notification that we have not received the payment promised on [Date]. This is the second occasion where a commitment to clear your outstanding balance has not been honored.

Despite our previous attempts to resolve this matter amicably, your account remains significantly past due. We have extended every opportunity for you to rectify this situation; however, your failure to adhere to the agreed payment schedule has left us with no alternative but to escalate this matter.

Final Demand for Payment

To avoid further action, we require the full payment of **[\$[Amount]]** to be received by no later than **[Deadline Date]**.

Failure to meet this final deadline will result in the following actions:

- Immediate suspension of your credit facilities/services.
- Referral of your account to a third-party debt collection agency.
- Reporting of this delinquency to credit bureaus, which may impact your credit rating.
- Potential legal proceedings to recover the debt, including costs and interest.

Please contact our accounts department immediately at [Phone Number] or [Email Address] to confirm your payment or to provide proof of transfer.

We trust that you will treat this matter with the necessary urgency to prevent further escalation.

Regards,

[Your Name]

[Your Title]

[Your Company Name]