

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: SECOND NOTICE - UNPAID BALANCE / BROKEN PAYMENT PROMISE**

Dear [Recipient Name],

We are writing to you because we have not received the payment that was committed on [Date of Promised Payment] regarding account number [Account Number].

This is our second notice regarding this delinquency. Despite your previous commitment to settle the outstanding balance of \$[Amount], your account remains past due. As of today, the total amount owed is \$[Total Amount Owed].

We value your business and would like to resolve this matter amicably. However, continued failure to fulfill your payment commitment may result in [mention consequences, e.g., service suspension, late fees, or referral to a collection agency].

Please submit your payment immediately via [Accepted Payment Methods]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or have questions regarding this balance, please contact our billing department at [Phone Number] or [Email Address] so we can discuss an alternative arrangement.

We expect this matter to be resolved by [Final Deadline Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]