

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: SECOND REMINDER: Overdue Payment and Broken Financial Commitment

Dear [Recipient Name],

We are writing to follow up on our previous correspondence dated [Date of First Reminder] regarding your outstanding balance of [Amount Owed].

Despite your prior commitment to settle this debt by [Agreed Upon Date], our records indicate that we have still not received the payment. We understand that financial difficulties can arise, but it is important that you communicate with us regarding this delay.

Please remit the full payment of [Amount Owed] by [New Deadline Date] to avoid further action. You may make your payment via [Payment Method/Link].

If you have already sent the payment, please disregard this notice. If you are unable to pay the full amount at this time, please contact us immediately at [Phone Number] or [Email Address] to discuss a revised payment plan.

We look forward to resolving this matter promptly.

Sincerely,

[Your Name]

[Your Title/Company Name]