

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

[Date]

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

RE: SECOND BROKEN PROMISE - NOTICE OF DEFAULT

Account Number: [Account Number]
Total Balance Due: \$[Amount]

Dear [Customer Name],

This letter is to inform you that we have not received the payment you committed to making on [Date]. This is the second time a scheduled payment arrangement has not been honored.

As a result of this second broken promise, your account is now considered seriously delinquent. We have attempted to work with you to resolve this debt amicably; however, your failure to follow through on agreed-upon terms has left us with limited options.

To prevent this account from being transferred to an external collection agency or our legal department, you must remit the full balance of \$[Amount] by [Deadline Date].

Please make your payment immediately via [Payment Method/Link] or contact us at [Phone Number] to discuss the immediate status of this account.

We expect your prompt attention to this urgent matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]