

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

[Date]

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

RE: SECOND NOTICE - BROKEN PAYMENT ARRANGEMENT

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

Dear [Customer Name],

This is our second formal notice regarding your delinquent account. As of today, we have not received the payment agreed upon in our arrangement dated [Date of Arrangement].

Your account is now [Number] days past due. Because you have failed to adhere to the established repayment plan, your account is at risk of being transferred to a third-party collection agency or having services suspended.

To avoid further action, please submit a payment of \$[Amount] by [Deadline Date].

Payment can be made via:

- Online: [Website URL]
- Phone: [Phone Number]
- Mail: [Mailing Address for Payments]

If you are experiencing extreme financial hardship, please contact us immediately at [Phone Number] to discuss your options. We would prefer to resolve this matter directly with you.

If payment has already been sent, please disregard this notice.

Sincerely,

[Your Name/Department]
[Your Title]