

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

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

**RE: SECOND NOTICE - UNFULFILLED PAYMENT COMMITMENT**

Dear [Recipient Name],

This letter is a second formal notice regarding the outstanding balance on your account, [Account/Invoice Number].

On [Date of First Agreement], you committed to making a payment of \$[Amount] by [Agreed Date]. As of today, we have not received this payment, nor have we received any communication regarding a delay.

**Account Summary:**

Total Balance Due: \$[Total Amount]  
Amount Overdue: \$[Overdue Amount]  
Original Due Date: [Date]

We understand that unforeseen circumstances may arise; however, it is important that you fulfill your financial obligations to keep your account in good standing. Failure to resolve this matter immediately may result in [further action, e.g., service suspension, referral to collections, or legal action].

Please submit your payment today via [Payment Method]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties, please contact us at [Phone Number] immediately so we can discuss a revised payment arrangement.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]