

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

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

**RE: SECOND NOTICE - BROKEN PAYMENT PROMISE**

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

Dear [Recipient Name],

This is a formal notice regarding your outstanding balance. We previously contacted you on [Date of First Notice] concerning a broken payment agreement, yet we have not received the funds or any communication from you.

As per your commitment made on [Original Promise Date], a payment of \$[Amount] was due on [Due Date]. This payment is now significantly overdue. This is your second failure to honor the agreed-upon payment schedule.

We require immediate payment of the full balance by [Final Deadline Date] to prevent further action. You can make your payment via [Payment Method: Website/Phone/Check].

Failure to settle this debt immediately may result in your account being transferred to a third-party collection agency or further legal escalation, which may impact your credit rating.

If you have already sent your payment, please disregard this notice. Otherwise, please contact us at [Phone Number] immediately to confirm your payment status.

Sincerely,

[Your Name/Signature]  
[Title/Department]