

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: SECOND REMINDER: Breach of Payment Agreement

Dear [Recipient Name],

Our records indicate that we have not yet received a response to our previous notice regarding your missed payment due on [Original Due Date]. As of today, your account remains in breach of the payment agreement signed on [Date of Agreement].

Account Details:

Agreement Reference: [Reference Number]

Overdue Amount: [Amount Due]

Days Past Due: [Number of Days]

This is your second formal reminder. We urge you to settle the outstanding balance immediately to avoid further action. Failure to comply with the terms of our agreement may result in the termination of services, additional late fees, or the referral of your account to a collection agency.

Please submit your payment via [Payment Method] by [Deadline Date].

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties, please contact our office at [Phone Number] or [Email Address] immediately so we can discuss a potential resolution.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]