

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

[Date]

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

**RE: URGENT NOTICE - SECOND BROKEN PAYMENT PROMISE - ACCOUNT
#[Account Number]**

Dear [Recipient Name],

This letter is to formally notify you that we have not received the payment of [Amount Owed] which you promised to pay by [Date]. This is the second time a payment deadline has been missed despite your prior commitments to clear the outstanding balance for [Invoice Number/Services].

We have attempted to resolve this matter amicably; however, your failure to adhere to the revised payment schedule is now a serious concern. Our records show that your total balance of [Total Balance] is currently [Number] days past due.

Please consider this a final demand for payment. We require the full amount to be settled within [Number, e.g., 48] hours of receipt of this letter. Payments can be made via [Payment Method/Link/Bank Details].

If payment is not received by [Deadline Date], we will be forced to take further action, which may include suspending your services, charging late interest fees, or referring this account to a third-party collection agency or legal counsel.

We expect your immediate attention to this matter to avoid further escalation.

Regards,

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