

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: SECOND NOTICE: Missed Payment for Agreement [Account/Reference Number]

Dear [Customer Name],

We are writing to notify you that we have not received the scheduled payment due on [Date] regarding your current payment plan. This is the second missed deadline for your account.

As of today, your total overdue balance is \$[Amount].

Maintaining your payment schedule is a requirement of your repayment agreement. Failure to bring your account up to date immediately may result in the cancellation of your payment plan and the requirement of full payment of the remaining balance.

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

If you are experiencing financial difficulties, please contact us at [Phone Number] or [Email Address] immediately so we can discuss your options. If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department]

[Company Name]