

Date: [Insert Date]

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

Subject: SECOND NOTICE: Missed Promised Payment for Account #[Insert Account Number]

Dear [Recipient Name],

This letter is a follow-up to our previous communication regarding the payment you promised to make on [Insert Original Promised Date] in the amount of \$[Insert Amount].

As of today, we have not received this payment. We understand that circumstances can change, but it is important that you communicate with us regarding your balance of \$[Insert Total Balance Owed].

Please submit your payment immediately via [Insert Payment Method, e.g., online portal, check, or phone].

If you are experiencing financial difficulties or if there is a discrepancy regarding this account, please contact us at [Insert Phone Number] or [Insert Email Address] so we can discuss a new arrangement.

We look forward to resolving this matter promptly. If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Contact Information]