

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

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

RE: SECOND WARNING - DISHONORED PAYMENT FOR INVOICE #[Invoice Number]

Dear [Recipient Name],

We are writing to formally notify you that we have still not received a valid replacement for the payment dated [Date] in the amount of \$[Amount], which was returned by your bank marked as [Reason, e.g., Non-Sufficient Funds].

This is our second notice regarding this matter. Our initial request for payment sent on [Date of First Letter] remains unresolved. As a result of this dishonored payment, a service fee of \$[Fee Amount] has been added to your outstanding balance, bringing the total due to \$[Total Amount].

Please provide a replacement payment via certified check, wire transfer, or credit card no later than [Deadline Date].

Failure to settle this balance immediately will leave us with no choice but to escalate this matter, which may include the suspension of your credit privileges, reporting to credit agencies, or pursuing legal action to recover the debt.

If you have already sent the payment, please disregard this letter. Otherwise, please contact our accounts department at [Phone Number] immediately to confirm your payment arrangements.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]