

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

[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: SECOND NOTICE - DEMAND FOR SATISFACTION OF DEBT

Dear [Debtor Name],

This letter serves as a second formal notice regarding your outstanding balance of \$[Amount Due]. This debt was originally due on [Original Due Date] under the terms of [Account Number/Invoice Number/Contract Title].

Despite our previous notice sent on [Date of First Notice], we have not yet received payment or a response regarding your plan to satisfy this debt. Your account is now [Number] days past due.

We request that you make payment in full by [Insert Deadline Date, e.g., 7-10 days from today]. Payment should be sent to the address listed at the top of this letter or via [Alternative Payment Method].

If you have already sent payment, please disregard this notice. If you are experiencing financial difficulties, please contact us immediately to discuss a potential payment arrangement. Failure to address this matter promptly may result in further collection actions, which may include legal proceedings or reporting this delinquency to credit bureaus.

We look forward to your immediate attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]