

[Date]

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

RE: NOTICE OF EXPIRED DEADLINE AND FINAL DEMAND

Dear [Recipient Name],

This letter serves as formal notification that the deadline provided in our previous correspondence dated [Date of First Letter] has expired. As of today, we have not received the required [Payment/Action/Response] regarding [Subject Matter/Address].

While the initial grace period has passed, we are offering a "Second Chance" window to resolve this matter amicably before further action is taken. This is an opportunity to settle this neighborhood dispute or outstanding obligation without escalating to [Legal Action/Homeowners Association Penalties/Court].

Required Action:

To prevent further escalation, you must [Describe Action, e.g., pay the balance of \$0.00 or repair the fence] by no later than [New Deadline Date].

Please contact [Contact Name] at [Phone Number] or [Email Address] immediately to confirm receipt of this letter or to arrange a payment/compliance plan.

We hope to resolve this matter quickly and maintain a positive neighborhood environment. Failure to respond by the new deadline will result in [List Consequence, e.g., filing a formal claim].

Sincerely,

[Your Name/Company Name]
[Your Phone Number]
[Your Address]