

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

[Date]

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

Subject: SECOND NOTICE: Default of Payment Plan - Urgent Action Required

Dear [Customer Name],

We are writing to inform you that we have not received the overdue payment for your agreed installment plan, nor have we received a response to our previous notice sent on [Date of First Warning Letter].

As of today, your account remains in default. The following payment is currently past due:

- **Installment Amount Due:** \$[Amount]
- **Original Due Date:** [Date]
- **Total Outstanding Balance:** \$[Total Balance]

This is your second formal warning. Under the terms of our agreement, failure to maintain the payment schedule may result in the cancellation of the payment plan and the full balance becoming due immediately.

Please remit the overdue payment of \$[Amount] by [Deadline Date] to bring your account back into good standing. You can make a payment via [Payment Method/Link].

If you are experiencing financial difficulties, please contact our billing department at [Phone Number] immediately so we can discuss your situation before further action is taken. Continued non-payment may result in your account being referred to a third-party collection agency or legal action.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department]
[Your Company Name]