

## **FINAL NOTICE OF DEFAULTED ARRANGEMENT**

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [Debtor City, State, Zip]

RE: Account/Agreement Number: [Insert Account Number]

Dear [Debtor Name],

This letter serves as formal notification that you are in default of the payment arrangement established on [Date of Agreement] regarding your outstanding balance of \$[Total Amount Owed].

According to our records, your payment in the amount of \$[Amount Due] was due on [Due Date] and has not been received. As a result, your payment plan has been terminated, and the full remaining balance of \$[Remaining Balance] is now due immediately.

Please remit the total balance within [Number of Days, e.g., 7] days of the date of this letter to avoid further action. Payments can be made via [List Payment Methods].

Failure to settle this debt or contact our office by [Deadline Date] may result in this account being transferred to a third-party collection agency or the commencement of legal proceedings to recover the debt, which may include additional costs and interest.

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

Sincerely,

[Your Name/Company Name]

[Your Title]

[Phone Number]

[Email Address]