

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

[Date]

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

**RE: FIRST WARNING - NOTICE OF BROKEN PAYMENT PLAN**

Dear [Customer Name],

Our records indicate that we did not receive your scheduled payment of \$[Amount] which was due on [Due Date] under the terms of your agreed payment plan for Account #[Account Number].

As of today, your account is now in default. To maintain your current installment agreement and avoid further collection actions, please remit the missed payment immediately.

**Current Amount Due to Catch Up: \$[Amount]**

Please make your payment via [Payment Method/Link] or contact our billing department at [Phone Number] if you are experiencing technical difficulties or have questions regarding your balance.

If payment has already been sent, please disregard this notice.

Sincerely,

[Your Name/Department]  
[Your Company Name]