

Date: [Insert Date]

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

Reference Number: [Insert Account or Reference Number]

**SUBJECT: IMMEDIATE ACTION REQUIRED - BROKEN PAYMENT
ARRANGEMENT**

Dear [Recipient Name],

This letter is to formally notify you that we have not received the payment due on [Date] as per the repayment agreement established on [Date agreement was made].

As a result of this missed payment, your account is now considered in default. The current outstanding balance is \$[Amount].

To avoid further action or the cancellation of your installment plan, please provide the missing payment of \$[Amount] by [Deadline Date]. Payments can be made via [Insert Payment Method, e.g., online portal, phone, or bank transfer].

If you are experiencing financial difficulties that prevent you from making this payment, please contact us immediately at [Phone Number] or [Email Address] to discuss your situation.

Failure to respond to this notice by the deadline stated above may result in [List Consequences, e.g., referral to a collection agency, legal action, or credit reporting].

We look forward to your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title/Company Name]
[Your Contact Information]