

Date: [Insert Date]

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

Subject: Notice of Broken Payment Arrangement

Dear [Customer Name],

This letter is to inform you that we have not received the payment scheduled for [Date Payment Was Due] in the amount of \$[Amount].

As per our agreement dated [Date of Original Agreement], this payment was a requirement to keep your account in good standing. Because the payment was not received, your payment arrangement is now considered broken and is no longer active.

To avoid further collection actions or a potential service interruption, please submit the full past-due balance of \$[Total Overdue Amount] by [Deadline Date].

If you have already sent this payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a new repayment schedule, please contact our billing department immediately at [Phone Number].

Sincerely,

[Your Name/Company Name]
[Contact Information]