

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

[Date]

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

RE: NOTICE OF DEFAULT ON INITIAL PAYMENT

Dear [Recipient Name],

This letter serves as formal notice that we have not received the initial payment required under the terms of the agreement dated [Date of Agreement] regarding [Reference Subject/Contract Number].

According to our records, the initial payment in the amount of \$[Amount] was due on [Due Date]. As of the date of this letter, this payment is past due and your account is now in default.

Please remit the full amount of \$[Amount] by [Deadline Date] to bring your account into good standing. Payment can be made via [Payment Method/Instructions].

Failure to cure this default by the date specified above may result in further action, including but not limited to the suspension of services, termination of the contract, or legal proceedings to recover the debt.

If you have already sent this payment, please disregard this notice. If there is a discrepancy or if you wish to discuss a payment plan, please contact us immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]