

**Date:** [Insert Date]

**To:**

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

**From:**

[Your Name/Company Name]  
[Your Address]  
[Your Phone Number]

**RE: NOTICE OF DEFAULT AND PAYMENT PLAN OFFER**

Dear [Recipient Name],

This letter serves as formal notice that your account is currently in default. As of [Date], our records indicate an outstanding balance of \$[Total Amount Owed]. This balance was due on [Original Due Date] and is now past due.

We understand that financial difficulties can occur. To assist you in resolving this debt, we are offering the following payment plan to bring your account back into good standing:

- **Down Payment:** \$[Amount] due by [Date]
- **Installment Amount:** \$[Amount] per month
- **Frequency:** Every [Day of the month/week]
- **Duration:** [Number of months] months until the balance is paid in full.

Please note that if this offer is accepted, all payments must be received on or before the agreed-upon dates. Failure to adhere to this plan or failure to respond to this notice by [Deadline Date] may result in further collection actions, including [mention potential legal action or credit reporting].

To accept this offer, please sign below and return this letter to our office, or contact us at [Phone Number] to arrange your first payment.

Sincerely,

[Your Signature]

[Your Printed Name]

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**ACCEPTANCE OF PAYMENT PLAN**

I, [Recipient Name], agree to the terms of the payment plan outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_