

URGENT: ACTION REQUIRED REGARDING YOUR PAST DUE ACCOUNT

Date: [Insert Date]

Account Number: [Insert Account Number]

Total Balance Due: [Insert Total Amount]

Dear [Recipient Name],

This letter is to inform you that your account is now significantly past due. Despite previous notifications, we have not yet received the required payment. Your account status is now at risk of being referred to a formal collections process.

We understand that financial difficulties can arise. To help you clear this debt and protect your credit standing, we are offering a formal **Payment Plan** as an alternative to immediate full payment.

Proposed Payment Plan:

- Monthly Payment Amount: [Insert Amount]
- Start Date: [Insert Date]
- Duration: [Insert Number of Months]

To accept this offer and stop further collection actions, you must contact us by [Insert Deadline Date] to finalize the agreement. Failure to respond or provide payment by this date will result in further escalation, which may include service disconnection or legal action.

Please call us immediately at [Insert Phone Number] or visit [Insert Website URL] to set up your plan.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]