

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF DEFAULT ON PAYMENT PLAN

Dear [Contact Person Name],

This letter serves as formal notice that you are in default of the payment plan agreement dated [Date of Agreement] regarding Invoice(s) #[Invoice Numbers].

According to our records, we failed to receive the installment payment of \$[Amount] which was due on [Due Date]. As of today, your total outstanding balance is \$[Total Balance].

Under the terms of our agreement, failure to make timely payments constitutes a breach of contract. We request that you remit the past-due amount immediately to bring your account current.

Please be advised that if payment is not received by [Deadline Date], we may take the following actions:

- Termination of the existing payment plan.
- Suspension of future services or deliveries.
- Referral of this matter to a formal collection agency or legal counsel.

If you have already sent the payment, please disregard this notice. If you are experiencing technical difficulties or financial hardship, please contact us at [Phone Number] or [Email Address] immediately to discuss this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]