

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Urgent: Action Required to Finalize Your Payment Plan

Dear [Customer Name],

We are writing to follow up on your request regarding a payment plan for your account [Account Number].

To ensure your account remains in good standing and to finalize the terms of your agreement, we require you to speak with one of our representatives. This brief conversation is necessary to confirm your monthly installments and your preferred payment dates.

Please contact our Billing Department at your earliest convenience:

Phone: [Phone Number]

Hours: [Operating Hours]

Reference ID: [Reference Number]

Completing this step will help you avoid potential late fees or service interruptions. We look forward to assisting you in resolving this balance.

Sincerely,

[Your Name/Company Name]

[Title]

[Website/Contact Info]