[Date]

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

Subject: NOTICE OF DEFAULT ON PAYMENT PLAN

Dear [Debtor Name],

This letter serves as formal notification that you are in default of the payment plan agreement dated [Date of Agreement] regarding your outstanding balance for [Account Number/Invoice Number].

As of [Current Date], we have not received your scheduled payment due on [Due Date] in the amount of $[Amount]. Our records indicate that your total past due balance is now $[Total Overdue Amount].

According to the terms of our agreement, failure to make timely payments constitutes a breach of contract. To remedy this default and maintain your current payment schedule, please submit the total overdue amount by [Deadline Date].

If payment is not received by the date mentioned above, we reserve the right to:

- Cancel the payment plan agreement.
- Demand immediate payment of the entire remaining balance.
- Refer this account to a collection agency or initiate legal proceedings.

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

Sincerely,

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