

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Notice of Default on Payment Arrangement - Account Number: [Account Number]

Dear [Customer Name],

This letter is to formally notify you that we have not received the payment of \$[Amount] which was due on [Due Date] under the terms of our payment arrangement dated [Date of Agreement].

As of today, your account is considered in default. We understand that unforeseen circumstances can arise, and we would like to help you get your account back in good standing. To maintain the current arrangement and avoid further collection actions, please submit the missed payment immediately.

Required Action:

Please remit the payment of \$[Amount] by [Deadline Date] via [Payment Method].

If you are experiencing financial difficulties that prevent you from making this payment, please contact our billing department at [Phone Number] as soon as possible so we can discuss your options.

If payment has already been sent, please disregard this notice.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]