

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Account Number: [Account Number]

Subject: First Warning: Default on Payment Plan

Dear [Customer Name],

We are writing to inform you that we have not received your scheduled payment of \$[Amount Due] which was due on [Due Date] as per our agreed payment plan.

As of today, your account is now in arrears. To keep your payment plan active and avoid further collection actions, please submit the missing payment immediately.

Payment Details:

- **Overdue Amount:** \$[Amount]
- **Next Payment Date:** [Date]
- **Total Outstanding Balance:** \$[Total Balance]

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

Please ensure payment is made by [Deadline Date] to maintain your current standing.

Sincerely,

[Your Name/Department]

[Company Name]