

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

[Date]

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

Re: Notice of Missed Settlement Payment - [Account/Reference Number]

Dear [Debtor Name],

We are writing to remind you that we have not yet received the payment due on [Date Payment Was Due] as per our signed settlement agreement dated [Date of Agreement].

Under the terms of our agreement, you committed to pay [Amount Due] by the date mentioned above. As of the date of this letter, your account remains unpaid.

We understand that oversights can happen. Please remit the payment of [Amount Due] immediately to ensure that your settlement remains in good standing. Failure to comply with the agreed payment schedule may result in the settlement agreement being voided, and the full original balance becoming due immediately.

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

Sincerely,

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