

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

Account Number: [Insert Account Number]

RE: FINAL WARNING - NOTICE OF INTENT TO SEVER PAYMENT AGREEMENT

Dear [Debtor Name],

This letter serves as a formal final warning regarding your failure to adhere to the terms of the Payment Agreement dated [Insert Original Agreement Date].

As of this date, your account is in default due to the following:

- **Total Overdue Amount:** \$[Insert Amount]
- **Number of Missed Payments:** [Insert Number]
- **Last Payment Received:** [Insert Date]

Despite previous notifications, we have not received the required payments to bring your account into good standing. Please be advised that if the total overdue amount of **[\$[Insert Amount]]** is not received by **[Insert Deadline Date]**, we will take the following actions:

1. Immediately sever and terminate the current Payment Agreement.
2. Declare the entire remaining balance of **[\$[Insert Total Balance]]** due and payable immediately.
3. Refer this matter to an external collection agency or initiate legal proceedings to recover the debt.

To avoid these actions, please submit your payment immediately via [Insert Payment Method] or contact our office at [Insert Phone Number] to discuss your account.

This is your final opportunity to resolve this matter before the agreement is officially terminated.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]