

Subject: TERMINAL WARNING: Failure to Comply with Payment Plan

Date: [Insert Date]

To: [Customer/Employee Name]

Account Number: [Insert Number, if applicable]

Dear [Recipient Name],

This is a formal and terminal warning regarding your failure to adhere to the agreed-upon payment plan dated [Date of Agreement].

As of [Current Date], we have not received the installment due on [Due Date] in the amount of [Amount]. This represents a direct breach of the terms you committed to.

Please be advised that this is your final notice. You are required to remit the full overdue amount of [Total Past Due Amount] no later than [Final Deadline Date].

Failure to meet this final deadline will result in immediate further action, which may include:

- Cancellation of the payment installment facility.
- Full acceleration of the remaining balance of [Total Balance Remaining].
- Referral of this account to an external collection agency.
- Commencement of legal proceedings to recover the debt.
- [Optional: Termination of services/employment, if applicable].

We urge you to settle this matter immediately to avoid these consequences. If you have already made the payment, please provide proof of transfer to [Email Address/Department] immediately.

Sincerely,

[Your Name/Department Name]

[Company Name]