

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

[Date]

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

RE: FINAL NOTICE - FAILED INSTALLMENT PAYMENT

Dear [Customer Name],

This letter serves as a formal final notice regarding your installment plan for Account Number: [Account Number]. Our records indicate that the payment due on [Due Date] in the amount of \$[Amount] was not successful.

We have previously attempted to contact you regarding this missed payment, but the balance remains outstanding. As a result, your account is now considered severely delinquent.

Please be advised that unless we receive the full installment amount by [Deadline Date], we will be forced to take the following actions:

- Cancellation of your installment agreement.
- Requirement of the full remaining balance immediately.
- Referral of your account to an external collection agency.
- Reporting of this delinquency to credit bureaus.

To avoid these actions, please submit your payment immediately through our online portal at [Website URL] or call us at [Phone Number] to provide an alternative payment method.

If you have already made this payment, please disregard this notice.

Sincerely,

[Your Name/Department]
[Your Company Name]