[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF DEFAULT ON INSTALLMENT PLAN

Dear [Recipient Name],

This letter serves as a formal notice that your account is currently in default. We have not received your scheduled payment for the installment plan dated [Date of Agreement].

Account Details:
Account Number: [Account Number]
Missed Payment Date: [Date]
Amount Currently Overdue: $[Amount]

To prevent further action, please remit the total overdue amount by [Deadline Date]. Failure to bring your account current by this date may result in the following:

- Cancellation of the installment agreement.
- Requirement of immediate payment of the full remaining balance.
- Referral of your account to a collection agency.
- Reporting of this default to credit bureaus.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our office immediately at [Phone Number] to discuss potential options.

Sincerely,

[Signature]
[Sender Printed Name]
[Title/Company]