

Date: [Insert Date]

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

Account Number: [Insert Account Number]

Subject: NOTICE OF FAILED INSTALLMENT ARRANGEMENT

Dear [Debtor Name],

This letter serves as formal notification that your current installment arrangement regarding the balance of \$[Total Amount Owed] has failed due to non-compliance with the agreed-upon terms.

The arrangement has been terminated for the following reason(s):

- ☐ Failure to receive payment due on [Date].
- ☐ Payment returned for insufficient funds.
- ☐ Failure to provide required financial documentation.
- ☐ Other: [Specify Reason].

As a result of this default, the full remaining balance of \$[Remaining Balance] is now due immediately. Please be advised that the following actions may be taken if the balance is not settled within [Number] days of this notice:

- Accrual of additional interest and late fees.
- Referral of the account to a third-party collection agency.
- Report of delinquency to credit bureaus.
- Legal action to recover the debt.

To avoid further collection efforts, please remit the full payment immediately or contact our office at [Phone Number] no later than [Deadline Date] to discuss any remaining options to resolve this matter.

Sincerely,

[Your Name/Company Name]
[Title]
[Contact Information]