Date: [Insert Date]

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

Subject: NOTICE OF DEFAULTED PAYMENT ARRANGEMENT

Dear [Debtor Name],

This letter serves as formal notification that you are in default of the payment arrangement established on [Date Arrangement was Made] regarding your account [Account Number].

According to our records, we failed to receive your scheduled payment of $[Amount] which was due on [Due Date]. As a result, your payment plan is now considered delinquent.

To rectify this default and maintain your standing, please submit a payment in the amount of $[Amount] by [Deadline Date].

Failure to bring your account current or contact us to discuss this matter by the date mentioned above may result in the following actions:

- Cancellation of the payment arrangement.
- Requirement of the full remaining balance of $[Total Balance Remaining] immediately.
- Referral of the account to a formal collection agency or legal counsel.

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

Sincerely,

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