

Date: [Insert Date]

Recipient Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Past Due Amount: [Insert Amount]

Subject: URGENT: NOTICE OF ACCOUNT ESCALATION

Dear [Insert Customer Name],

Our records indicate that you have failed to make the scheduled payment due on [Insert Date] as outlined in your agreed payment plan. As a result, your payment plan is now considered defaulted.

Due to this breach of agreement, your account has been escalated for further collection action. To prevent additional interest, late fees, or the referral of this account to an external collection agency, you must pay the outstanding arrears immediately.

Required Action:

Please submit a payment of [Insert Amount] by [Insert Deadline Date] to bring your account back into good standing. Payments can be made via [Insert Payment Method/Link].

If you are experiencing financial hardship, it is critical that you contact our Billing Department at [Insert Phone Number] immediately to discuss your options. If we do not hear from you or receive payment by the date specified above, we will proceed with further escalation measures without further notice.

If you have already sent your payment, please disregard this letter.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]