

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

[Date]

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

Subject: FINAL REMINDER: Expired Grace Period for Payment Plan

Dear [Customer Name],

This letter is to inform you that the grace period for your scheduled payment under your existing payment plan (Account Number: [Account Number]) has expired.

Our records show that the payment due on [Date] in the amount of \$[Amount] has not yet been received. As of today, your account is considered past due.

Payment Details:

- Original Due Date: [Date]
- Grace Period Expiry: [Date]
- Amount Overdue: \$[Amount]
- Total Outstanding Balance: \$[Total Balance]

Please submit your payment immediately to avoid further actions, which may include the cancellation of your payment plan, late fees, or the referral of your account to a collection agency.

How to Pay:

- Online: [Website Link]
- Phone: [Phone Number]
- Mail: [Mailing Address for Payments]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact us at [Phone Number] immediately so we can discuss your options.

Sincerely,

[Your Name/Department]
[Your Company Name]