

[Date]

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

Subject: FINAL NOTICE - Missed Payment and Breach of Payment Plan

Dear [Customer Name],

This is a formal warning regarding your account [Account Number]. Our records show that you have failed to make the scheduled payment of \$[Amount] which was due on [Date] under the terms of your agreed payment plan.

Despite previous reminders, your account remains in arrears. This letter serves as your final notice to bring your account up to date.

To avoid the cancellation of your payment plan and further collection actions, please remit the total overdue balance of \$[Total Overdue Amount] by [Deadline Date].

Consequences of Non-Payment:

- Immediate cancellation of your installment agreement.
- The full remaining balance of \$[Total Outstanding Balance] will become due immediately.
- Your account may be referred to an external collection agency.
- Reporting of this default to credit bureaus.

Please make your payment via [Payment Method/Link] or contact our billing department immediately at [Phone Number] if you are experiencing extreme financial hardship.

If payment has already been sent, please disregard this notice.

Sincerely,

[Your Name/Department]
[Company Name]