

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF BREACH OF PAYMENT AGREEMENT

Dear [Debtor Name],

This letter serves as formal notice that you are in breach of the payment agreement dated [Date of Agreement] regarding the outstanding balance for [Account Number/Description of Debt].

According to our records, you have failed to make the payment due on [Due Date] in the amount of \$[Amount Due]. As of the date of this letter, your total overdue balance is \$[Total Overdue Amount].

Required Action:

To remedy this breach and avoid further action, you are required to submit the full overdue amount of \$[Total Overdue Amount] by no later than [Deadline Date].

Please remit payment via [Payment Method: e.g., Bank Transfer, Check, Online Portal].

Failure to rectify this breach by the date specified above may result in the following actions:

- Termination of the existing payment plan.
- Immediate demand for the full remaining balance of \$[Total Balance].
- Referral of this account to a collection agency.
- Legal action to recover the debt, including costs and interest.

If you have already sent this payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss this matter, please contact us immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]