

Date: [Insert Date]

To: [Debtor Name]

Address: [Debtor Address]

City, State, Zip: [Debtor City, State, Zip]

**RE: NOTICE OF BROKEN PAYMENT COMMITMENT - URGENT ACTION
REQUIRED**

Dear [Debtor Name],

This letter is to formally notify you that you have failed to fulfill the payment commitment made on [Date of Agreement]. According to our records, a payment in the amount of \$[Amount] was due on [Due Date], but has not been received.

Because you have breached the terms of our recent repayment agreement, your account is now considered in default. To prevent further escalation, you are required to take one of the following actions immediately:

- Submit the full past-due amount of \$[Amount] by [Deadline Date].
- Contact our office at [Phone Number] no later than [Deadline Date] to explain the delinquency.

Failure to respond or provide the required payment by the date specified above will result in the following actions:

- Cancellation of any existing payment plans or settlements.
- Referral of your account to a third-party collection agency.
- Potential legal action to recover the total outstanding balance of \$[Total Balance].
- Reporting of this delinquency to national credit bureaus.

Please remit payment via [Payment Method/Link] or mail a check to the address listed below. If you have already sent this payment, please disregard this notice and provide us with the confirmation details.

We expect your immediate attention to this matter.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]

[Email Address]