

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

[Date]

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

Subject: FIRST NOTICE: BROKEN PAYMENT ARRANGEMENT

Dear [Recipient Name],

This letter is to inform you that we did not receive your payment of \$[Amount] which was due on [Date] as per our agreed payment arrangement dated [Agreement Date].

According to our records, your account is now past due. Our previous agreement was established to help you manage your balance of \$[Total Balance Owed], but the terms of that agreement have now been breached.

To keep your account in good standing and avoid further collection actions or the cancellation of your payment plan, please submit the missed payment by [New Deadline Date].

You can make your payment via the following methods:

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

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Department]