

Date: [Current Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF BROKEN PAYMENT ARRANGEMENT / IMMEDIATE DEMAND FOR PAYMENT

Account Number: [Account Number]

Total Arrears: \$[Amount Due]

Dear [Debtor Name],

This letter serves as formal notice that you have failed to adhere to the payment arrangement established on [Date Arrangement was Made]. According to our records, the payment of \$[Amount] due on [Date Payment was Missed] was not received.

By failing to make this payment, you are now in breach of our agreement. As a result, the full outstanding balance of **\$[Total Amount Owed]** is now due and payable immediately.

To avoid further action, please submit the total balance by [Deadline Date]. Payments can be made via [Payment Method/Link].

If we do not receive the full payment or hear from you by the date specified above, we will have no choice but to escalate this matter. This may include [canceling services / referring the account to a collection agency / legal action].

Please disregard this notice if the payment has already been sent.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]