

[Date]

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

Re: Account Number [Account Number]

Dear [Customer Name],

We are writing to notify you that your previous payment arrangement dated [Original Date] has defaulted due to non-payment. As a result, your account is now subject to further collection actions.

However, we value your commitment to resolving this debt and would like to offer you a one-time opportunity to reinstate your arrangement. To bring your account back into good standing and stop further recovery efforts, please fulfill the following requirements:

- **Catch-up Payment:** Pay the overdue amount of \$[Amount] by [Due Date].
- **Future Payments:** Resume your regular monthly installments of \$[Installment Amount] starting on [Next Payment Date].

If you accept this reinstatement offer, please make the catch-up payment via [Payment Method] or contact us at [Phone Number] to confirm your intention to continue.

Please be advised that if we do not receive the catch-up payment by the date specified above, this offer will expire, and we may proceed with [Legal Action/Credit Reporting/Service Disconnection].

If you are experiencing financial hardship, please call us immediately so we can discuss alternative solutions.

Sincerely,

[Your Name/Department]  
[Company Name]  
[Contact Information]