

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF FORMAL LEGAL REVIEW - BROKEN PAYMENT
ARRANGEMENT**

Dear [Recipient Name],

This letter serves as formal notification that your account is now undergoing a legal review due to your failure to adhere to the payment arrangement established on [Date of Agreement].

Under the terms of said arrangement, you agreed to pay [Amount] by [Due Date]. As of the date of this letter, we have not received the required payment, nor have you contacted our office to provide a valid explanation or request an extension. Consequently, you are now in default of the agreed terms.

Please be advised that we are currently evaluating the following next steps:

- Formal acceleration of the total remaining balance of \$[Total Balance Owed].
- Referral of this file to outside legal counsel for litigation.
- Reporting of this default to relevant credit reporting agencies.

To prevent further legal escalation, you must remit the past-due amount of \$[Past Due Amount] no later than [Deadline Date]. Payments can be made via [Insert Payment Method].

If you have already sent the payment, please contact us immediately with the transaction details so we may update your file and halt the review process.

Sincerely,

[Signature]

[Your Printed Name/Title]