

Date: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF PENDING LEGAL ACTION - VIOLATION OF PAYMENT PLAN

Dear [Debtor Name],

This letter serves as formal notice that you are in default of the payment plan agreement dated [Date of Agreement] regarding the outstanding balance of \$[Total Amount Owed].

As of the date of this letter, you have failed to make the scheduled payment(s) due on [Date(s) of Missed Payment(s)]. Despite previous reminders, the account remains delinquent in the amount of \$[Past Due Amount].

Under the terms of our agreement, failure to adhere to the payment schedule renders the entire remaining balance immediately due and payable. Please be advised that unless we receive the full past-due amount by [Deadline Date], we will have no choice but to initiate formal legal proceedings to recover the debt.

Legal action may result in a court judgment that includes:

- The full principal balance
- Accrued interest
- Court costs and filing fees
- Reasonable attorney fees

To avoid further escalation, please remit payment immediately or contact our office at [Phone Number] to resolve this matter.

Govern yourself accordingly.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]