

Date: [Current Date]

To: [Debtor Name]  
[Debtor Address]  
[City, State, Zip Code]

**RE: NOTICE OF DEFAULT ON PAYMENT PLAN - CHECK #[Check Number]**

Dear [Debtor Name],

This letter serves as formal notice that you are in default of the payment plan agreement dated [Date of Agreement], which was established following the dishonor of your check number [Check Number] in the amount of \$[Original Amount].

As of [Date], we have not received your scheduled payment due on [Due Date] in the amount of \$[Installment Amount].

According to the terms of our agreement, failure to make timely payments renders the entire remaining balance due immediately. Your current outstanding balance is \$[Remaining Balance], which includes the original amount plus any applicable returned check fees and late charges.

Please remit the full amount of \$[Total Amount Due] by [Deadline Date] to avoid further action. Payments must be made via certified funds (cashier's check or money order) to ensure immediate processing.

If we do not receive payment by the date specified above, we reserve the right to pursue all legal remedies available, which may include filing a civil lawsuit or referring this matter to a collection agency.

Please contact us immediately at [Phone Number] if you believe this notice is in error.

Sincerely,

[Your Name/Company Name]  
[Your Title]  
[Your Phone Number]