

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**RE: NOTICE OF VOIDED SETTLEMENT - Account Number: [Account Number]**

Dear [Recipient Name],

This letter serves as formal notice that the settlement agreement dated [Date of Agreement] regarding the above-referenced account is now null and void.

Per the terms of the agreement, the settlement was contingent upon receiving payments according to the specified schedule. As of [Date], we have not received the payment due on [Payment Due Date].

Because the terms of the settlement have been breached, the following conditions now apply:

- The settlement offer is withdrawn.
- The full original balance of \$[Total Amount Owed], minus any partial payments made, is now due immediately.
- Interest, late fees, and other penalties may continue to accrue as per the original contract.
- We reserve the right to pursue all available legal remedies to collect the total debt.

Please remit the full outstanding balance of \$[Current Balance Due] by [Deadline Date] to avoid further collection actions.

If you have already sent this payment, please contact our office immediately at [Phone Number] to provide proof of payment.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]