

Date: [Insert Date]

Recipient Name: [Insert Debtor Name]

Address: [Insert Street Address]

City, State, Zip: [Insert City, State, Zip]

RE: Notice of Voided Settlement and Reinstatement of Full Balance

Account Number: [Insert Account Number]

Dear [Insert Debtor Name],

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

The settlement was contingent upon the following terms: [Insert specific term missed, e.g., receipt of payment by a specific date]. Because these terms were not met, the agreement has been terminated.

As a result, the full original balance has been reinstated. Your current account standing is as follows:

- **Original Balance:** \$[Insert Amount]
- **Total Payments Received:** \$[Insert Amount]
- **Current Outstanding Balance:** \$[Insert Amount]

Please be advised that the total outstanding balance is due immediately. Failure to remit payment or contact our office by [Insert Deadline Date] may result in further collection actions.

Payments can be made via [Insert Payment Methods]. If you have any questions regarding this matter, please contact us at [Insert Phone Number].

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]