

**Date:** [Insert Date]

**To:** [Debtor Name]

**Address:** [Debtor Address]

**City, State, Zip:** [City, State, Zip]

**RE: IMMEDIATE ACTION REQUIRED - NOTICE OF DEFAULT ON PAYMENT PLAN**

Dear [Debtor Name],

This letter serves as formal notice that you are in default of the payment agreement dated [Date of Original Agreement]. As of today, we have not received your scheduled payment of \$[Amount] which was due on [Due Date].

Your total outstanding balance is currently \$[Total Amount Owed].

To maintain your standing and prevent further action, you must remit the past-due amount of \$[Past Due Amount] immediately. Payment must be received by [Deadline Date] via [Accepted Payment Methods].

Failure to rectify this default by the date specified above will result in the following actions:

- Cancellation of the existing payment installment plan.
- Requirement of the full remaining balance to be paid immediately.
- Referral of this account to a third-party collection agency or legal counsel.
- Reporting of this delinquency to relevant credit bureaus.

If you have already sent your payment, please disregard this notice. If you are experiencing circumstances that prevent you from making this payment, contact us immediately at [Phone Number] or [Email Address] to discuss this matter.

We look forward to your prompt cooperation.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]