

Date: [Insert Date]

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

Subject: URGENT: NOTICE OF BREACH OF PAYMENT AGREEMENT

Dear [Debtor Name],

This letter serves as formal notification that we did not receive your payment of \$[Amount] which was due on [Due Date], per the payment commitment agreement dated [Agreement Date].

As of today, your account is considered in default. Because this payment is now [Number] days overdue, immediate action is required to avoid further consequences.

Required Action:

Please submit the full past-due amount of \$[Amount] by no later than [Deadline Time/Date] via [Payment Method].

Failure to fulfill this commitment by the aforementioned deadline may result in:

- The immediate cancellation of your payment plan.
- The requirement of the full remaining balance of \$[Total Balance] paid in one lump sum.
- The referral of this account to a third-party collection agency or legal counsel.

If you have already sent this payment, please contact us immediately at [Phone Number] or [Email Address] with the transaction details so we can update your file.

We expect your prompt attention to this urgent matter.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Contact Information]