

URGENT: BREACH OF PAYMENT ARRANGEMENT

Date: [Insert Date]

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

Re: Account Number [Insert Account Number]

Dear [Recipient Name],

We are writing to formally notify you that you are in breach of the payment arrangement dated [Insert Date of Agreement].

According to our records, your payment of [Insert Amount] was due on [Insert Due Date] but has not yet been received. This failure to pay constitutes a violation of the agreed terms.

To rectify this situation and prevent further action, please submit the outstanding balance of [Insert Amount] by [Insert Deadline Date]. Payments can be made via [Insert Payment Method].

Please be advised that if payment is not received by the deadline mentioned above, we may take the following actions:

- Cancellation of the current payment plan
- Requirement of the full remaining balance immediately
- Referral of the account to a formal collection agency
- Legal proceedings to recover the debt

If you have already sent your payment, please disregard this notice. If you are experiencing technical difficulties or extreme financial hardship, you must contact us immediately at [Insert Phone Number] to discuss this matter.

We look forward to your prompt response and the immediate resolution of this delinquency.

Sincerely,

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