

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF DEFAULT ON MODIFIED PAYMENT PLAN**

Dear [Recipient Name],

This letter serves as formal notification that you are in default of the modified payment plan agreement dated [Date of Agreement] regarding your account [Account Number].

According to our records, you have failed to make the following payment(s):

- Scheduled Payment Date: [Date]
- Amount Due: \$[Amount]

Under the terms of the modified agreement, failure to make timely payments renders the plan void. As a result, the full outstanding balance of \$[Total Balance Remaining] is now due immediately.

Please remit the total amount due by [Deadline Date] to avoid further action. We are still open to discussing this matter; however, failure to respond or provide payment by the aforementioned date may result in [Legal Action/Credit Reporting/Collection Agency Referral].

Please submit your payment via [Payment Method] or contact our office at [Phone Number] immediately to discuss the status of your account.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]