

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Account Number [Account Number] - IMMEDIATE ACTION REQUIRED

Dear [Customer Name],

This letter serves as formal notification that your account is currently past due. Despite the renegotiated payment terms agreed upon on [Date of Agreement], we have not received your scheduled payment of [Amount Due], which was due on [Due Date].

Failure to adhere to the revised repayment schedule has placed your account in default. To prevent further collection actions or a reversal of the renegotiated terms, you must submit the full past-due amount immediately.

Please remit payment via one of the following methods:

- Online Portal: [Website URL]
- Phone: [Phone Number]
- Mail: [Mailing Address for Payments]

If you have already sent your payment, please disregard this notice. If there is a reason for this delay that we should be aware of, please contact our accounts department immediately at [Phone Number] to discuss this matter.

We expect your prompt cooperation to bring this account back into good standing.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]