

[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 REVOCATION OF RENEGOTIATED PAYMENT TERMS

Dear [Recipient Name],

This letter serves as formal notice that the renegotiated payment terms agreed upon on [Date of Agreement] regarding Account Number [Account Number] are hereby revoked, effective immediately.

Pursuant to our agreement, the modified terms were contingent upon timely payments. As of the date of this letter, your account is delinquent in the amount of \$[Total Overdue Amount], representing missed payments originally due on [Date(s) of Missed Payments].

Due to this breach of the renegotiated terms, the original credit agreement and payment schedule are now reinstated. The total outstanding balance of \$[Full Outstanding Balance] is now due in full.

Please remit the total amount due by [Deadline Date] to avoid further collection actions, which may include legal proceedings or reporting to credit bureaus.

If you have already sent payment, please disregard this notice. Otherwise, please contact our office at [Phone Number] immediately to discuss the status of your account.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]