

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: NOTICE OF BROKEN PAYMENT ARRANGEMENT

Account Number: [Account Number]
Total Overdue Balance: \$[Amount]

Dear [Debtor Name],

This letter serves as formal notice that you have failed to comply with the payment arrangement established on [Date Agreement Was Made].

According to our records, the installment of \$[Installment Amount] due on [Due Date] was not received. As a result of this breach, the full balance of \$[Total Amount] is now due immediately.

We value our relationship with you and would prefer to resolve this matter without further escalation. However, if we do not receive the missing payment or a response regarding your intentions by [Deadline Date], we will have no choice but to take the following actions:

- Transfer your account to a third-party debt collection agency.
- Report the delinquency to credit bureaus.
- Initiate legal proceedings to recover the debt, which may include additional court costs and interest.

Please remit payment immediately via [Payment Method/Link] or contact our office at [Phone Number] to discuss this matter before the deadline.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]