

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

Subject: NOTICE OF MISSED PAYMENT - RE: [Account Number/Reference Number]

Dear [Debtor Name],

This letter is to formally notify you that we have not received your payment of \$[Amount Due], which was due on [Due Date] as per our signed payment agreement dated [Date of Agreement].

As of the date of this letter, your account is now considered in default of the agreed terms. To maintain your current payment plan and avoid further collection actions, please submit the missed payment immediately.

Payment Details:

- **Total Amount Overdue:** \$[Amount]
- **Payment Deadline:** [Insert Date]
- **Method of Payment:** [Insert Instructions/Link]

If you are experiencing financial difficulties that prevent you from making this payment, please contact us at [Phone Number] or [Email Address] immediately so we can discuss potential options.

Failure to rectify this missed payment or contact our office by [Deadline Date] may result in the cancellation of your payment agreement and the initiation of further collection proceedings to recover the full balance of \$[Total Balance].

Please disregard this notice if payment has already been sent.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]