

**Date:** [Insert Date]

**To:** [Debtor Name]

**Address:** [Debtor Address]

**City, State, Zip:** [City, State, Zip]

**RE: NOTICE OF DEFAULTED PAYMENT COMMITMENT**

Dear [Debtor Name],

This letter serves as formal notice that you are currently in default of the payment commitment established on [Date of Original Agreement/Commitment].

According to our records, a payment in the amount of \$[Amount] was due on [Due Date]. As of the date of this letter, we have not received this payment. This failure to pay constitutes a breach of your payment terms.

**Account Summary:**

- **Total Past Due Amount:** \$[Amount]
- **Original Due Date:** [Date]
- **Late Fees (if applicable):** \$[Amount]

To rectify this situation and maintain your account in good standing, please submit the total amount due by [Deadline Date]. Payments can be made via [Payment Method/Instructions].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or have questions regarding this balance, please contact us immediately at [Phone Number] or [Email Address] to discuss potential arrangements.

Failure to resolve this default may result in further action, including [legal action / credit reporting / termination of services]. We hope to resolve this matter amicably and promptly.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]