

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

[Date]

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

RE: NOTICE OF ACCELERATION - BROKEN PAYMENT ARRANGEMENT

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

Dear [Debtor Name],

This letter serves as formal notice that you have failed to comply with the terms of the payment arrangement established on [Date Arrangement was Made]. As of [Date of Missed Payment], we have not received your scheduled payment of \$[Amount].

Because you have breached the terms of our agreement, the entire remaining balance of \$[Total Amount] is now due and payable immediately. This is known as acceleration of the debt.

The informal payment plan previously granted to you is hereby revoked. To avoid further collection action, you must remit the full balance of \$[Total Amount] by [Deadline Date].

Please send your payment via [Accepted Payment Methods: e.g., Certified Check, Online Portal, Wire Transfer] to the address listed above.

Failure to settle this debt in full by the date specified may result in this account being referred to a third-party collection agency or our legal department to pursue further remedies available by law.

Sincerely,

[Your Name/Signature]
[Your Title]