

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT ON PAYMENT ARRANGEMENT

Dear [Recipient Name],

This letter serves as formal notice that you are in default of the payment arrangement established on [Date of Agreement] regarding account number [Account Number].

According to our records, your payment in the amount of \$[Amount] was due on [Due Date] and has not been received. As a result, your payment plan is now considered delinquent.

To cure this default and maintain your current payment schedule, please submit the outstanding balance of \$[Total Overdue Amount] no later than [Deadline Date].

Failure to bring your account current by the date specified may result in the following actions:

- Cancellation of the payment arrangement.
- Demand for the immediate payment of the full remaining balance.
- Referral of the account to a collection agency.
- Legal action to recover the debt.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact us immediately at [Phone Number] to discuss your options.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]