

**Date:** [Insert Date]

**From:**

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

**To:**

[Customer Name]

[Customer Address]

[City, State, Zip Code]

**RE: NOTICE OF LAYAWAY CANCELLATION AND DEMAND FOR PAYMENT**

Dear [Customer Name],

This letter serves as formal notice that your layaway agreement for the following item(s) has been cancelled due to non-payment:

- **Item Description:** [Insert Description]
- **Layaway Agreement Number:** [Insert Number]
- **Date of Last Payment:** [Insert Date]

According to our records and the terms of your signed agreement, your account is currently past due. As a result of this cancellation, the items have been returned to stock.

**Total Amount Currently Owed: \$[Insert Amount]**

This balance includes [list applicable fees, e.g., unpaid installments, restocking fees, or administrative penalties] as outlined in your original contract.

Please submit the full payment of \$[Insert Amount] by [Insert Deadline Date] to avoid further collection action. Payments can be made via [Insert Payment Methods].

If you have already sent your payment, please disregard this notice. If you believe this notice is in error, please contact our office immediately at [Insert Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]