

[Company Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Re: Notice of Forfeited Layaway Deposit - Account #[Account Number]

Dear [Customer Name],

This letter is to formally notify you that your layaway agreement for the item(s) listed below has been cancelled due to non-payment:

Item(s): [Description of Merchandise]
Original Layaway Date: [Date]
Expiration Date: [Date]

According to our signed layaway policy, all payments must be completed by the expiration date. Since the final balance remains unpaid and the grace period has passed, your deposit and any subsequent payments in the amount of \$[Total Amount] have been forfeited.

The merchandise has been returned to our active inventory and is now available for public sale.

If you have any questions regarding this notice or believe there has been an error, please contact our customer service department at [Phone Number] or visit our store location.

Sincerely,

[Name/Signature]
[Title]
[Company Name]