

Date: [Insert Date]

TO:

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

FROM:

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

RE: NOTICE OF PAYMENT PLAN DEFAULT

Dear [Debtor Name],

This letter serves as formal notice that you are in default of the payment plan agreement dated [Date of Agreement] regarding Account Number [Account Number].

As of the date of this letter, we have not received your payment in the amount of \$[Amount Due] which was due on [Due Date].

To cure this default and maintain your current payment schedule, please submit the outstanding balance of \$[Total Past Due Amount] by [Deadline Date].

Please be advised that failure to bring your account current by the date specified above may result in the following actions:

- Cancellation of the payment plan agreement.
- Requirement of immediate payment of the full remaining balance.
- Referral of this account to a collection agency or legal counsel.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]