

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

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

RE: Notice of Default - Payment Plan for Account #[Account Number]

Dear [Recipient Name],

This letter is to formally notify you that we have not received your scheduled payment of \$[Amount] which was due on [Date] according to our agreed-upon payment plan.

As of today, your account is in default. To maintain your current payment arrangement and prevent this account from being transferred to a third-party collection agency, you must submit the past-due amount immediately.

Current Status:

- Total Outstanding Balance: \$[Total Balance]
- Past Due Amount: \$[Past Due Amount]
- Deadline to Avoid Collection: [Deadline Date]

Please make your payment via [Payment Method/Portal] or contact our billing department at [Phone Number] to discuss this matter. Failure to resolve this delinquency by [Deadline Date] will result in the cancellation of your payment plan and the referral of your full balance to collections, which may impact your credit rating.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department]
[Your Company Name]