

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: NOTICE OF DEFAULT - MEDIATION FEE PAYMENT PLAN

Dear [Debtor Name],

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

According to our records, your payment in the amount of \$[Amount] was due on [Due Date] and has not been received. As of the date of this letter, your account is past due.

Under the terms of your signed agreement, failure to make timely payments may result in the following actions:

- Acceleration of the total remaining balance, making it due immediately.
- Termination of the mediation process or withholding of final settlement documentation.
- Legal action to recover the outstanding debt.
- Referral of the account to a collections agency.

To remedy this default and bring your account back into good standing, please submit a payment of \$[Total Past Due Amount] by [Deadline Date].

Payments can be made via [List Payment Methods, e.g., online portal, check, or bank transfer].

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss a temporary adjustment to your plan, please contact our office immediately at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Organization]