

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

[Date]

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

**RE: NOTICE OF BREACH OF PAYMENT PLAN**

Dear [Debtor Name],

This letter serves as formal notice that you are in breach of the payment plan agreement dated [Date of Agreement] regarding the outstanding balance for [Account Number/Invoice Number].

Under the terms of our agreement, you were scheduled to make a payment of \$[Amount] on [Due Date]. As of the date of this letter, we have not received this payment.

**Current Status:**

Amount Overdue: \$[Amount]  
Total Outstanding Balance: \$[Total Balance]

To rectify this breach and maintain the current payment schedule, please submit the overdue payment by [Deadline Date]. Failure to receive this payment may result in the following actions:

- Cancellation of the payment plan agreement.
- Demand for immediate payment of the full outstanding balance.
- Referral of your account to a collections agency.
- Legal action to recover the debt.

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

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]