

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

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

RE: NOTICE OF LATE PAYMENT - Settlement Agreement Dated [Date of Agreement]

Dear [Recipient Name],

This letter serves as formal notice that we have not received your installment payment of \$[Amount], which was due on [Due Date] according to the terms of our Settlement Agreement regarding [Account Number/Reference].

As of the date of this letter, your account is [Number] days past due. Please remit the outstanding balance immediately to avoid further action.

Please be advised that under the terms of the signed agreement, failure to make timely payments may result in:

- The full remaining balance becoming due immediately.
- The voiding of the settlement terms.
- The initiation of formal legal proceedings to collect the total debt.

If you have already sent this payment, please disregard this notice. If you are experiencing technical difficulties or wish to discuss a revised payment schedule, please contact our office at [Phone Number] immediately.

Sincerely,

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