

Payment Agreement Default Notification

Date: [Insert Date]

From: [Your Name/Company Name]

To: [Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are writing to inform you that your payment agreement dated [Insert Agreement Date] has gone into default due to non-payment. As of [Insert Date], we have not received payment for the following amounts:

- Invoice Number: [Insert Invoice Number], Amount: [Insert Amount]
- Invoice Number: [Insert Invoice Number], Amount: [Insert Amount]

As per our agreement, we request that you remit the total overdue amount of [Insert Total Amount] within [Insert Time Frame] to prevent further action. Failure to do so may result in additional fees and other consequences as stated in our agreement.

If you have already made the payment, please disregard this notice. Otherwise, contact us immediately to discuss your situation at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]