

Payment Plan Default Alert

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your payment plan for [Account/Loan Number] has entered a default status due to missed payments. As of [Date], the following payments are overdue:

- Payment due on [Date]: \$[Amount]
- Payment due on [Date]: \$[Amount]

Please take immediate action to bring your account current. Failure to do so may result in additional fees or further actions. You can make your payment through [Payment Method/Link].

If you have already made this payment or need assistance with your account, please contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]