

Payment Default Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your payment, originally due on [Due Date], remains unpaid. The amount outstanding is [Amount]. This constitutes a default in accordance with the terms outlined in your contract.

Please remit payment within [Number of Days] days from the date of this notice to avoid further action. If you have already made this payment, please disregard this letter.

If you have questions regarding your account, please contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Phone Number]

[Company Email Address]