

# Payment Default Escalation Notice

Date: [Insert Date]

To: [Debtor's Name]

Address: [Debtor's Address]

Dear [Debtor's Name],

We are writing to inform you that, despite our previous communications, your account remains in default due to the unresolved debt of [Insert Amount] which was due on [Insert Due Date]. Our records indicate that this amount has not been received and no arrangements have been made for payment.

This is a formal notification that, unless the outstanding balance is addressed within [Insert Number of Days] days from the date of this letter, we will escalate this matter to our collection agency and pursue legal action to recover the debt.

Please consider this matter with the utmost urgency and contact us at [Insert Contact Information] to discuss payment options and resolve this issue promptly.

We appreciate your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]