

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Recipient Name
Recipient Address
City, State, ZIP Code

Dear [Recipient Name],

Subject: Payment Default Request for Immediate Settlement

I hope this message finds you well. I am writing to address the outstanding balance on your account, which is currently in default. As of today, the amount of [amount owed] remains unpaid, which was due on [due date].

Despite previous reminders, the payment has not been received. We kindly request that you settle this amount immediately to avoid any further actions or penalties.

Please contact us at your earliest convenience to discuss this matter. We appreciate your prompt attention to this issue.

Thank you for your cooperation.

Sincerely,
Your Name
Your Position
Your Company Name