

# Payment Default Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about an important update concerning your account with us.

As of today, we have not received your payment that was due on [Insert Due Date]. The total outstanding amount is [Insert Amount]. Please note that this is part of our ongoing efforts to maintain good financial practices.

We understand that delays can happen and would like to work with you to resolve this matter as soon as possible. Please reach out to us by [Insert Contact Method] at your earliest convenience to discuss your payment options.

Thank you for your immediate attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]