

# Payment Plan Default Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your payment plan for [specific service or product] is currently in default. As per our records, the following payment was due on [insert due date] and has not been received:

- Amount Due: [Insert Amount]
- Original Due Date: [Insert Due Date]

We understand that situations may arise that can complicate timely payments. We encourage you to contact us at your earliest convenience to discuss your options. It is important to address this matter promptly to avoid any further action.

Please reach us at [insert contact information] or reply to this email to arrange a suitable solution.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]