

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: Notice of Broken Promise to Pay - Account #[Account Number]

Dear [Debtor Name],

This letter is to formally notify you that we did not receive the payment of \$[Amount] which was scheduled to be paid on [Date] per our recent agreement.

As of today, your account remains past due. We accepted your promise to pay in good faith to help you bring your account current, but the terms of that agreement have not been met.

To avoid further collection actions or potential impacts on your credit standing, please submit the full payment immediately. You can make your payment via [Payment Method/Link].

If you have already sent your payment, please disregard this notice. If there is a reason for this delay, please contact our office at [Phone Number] today to discuss this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]