

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: FIRST NOTICE: Broken Payment Promise - Account #[Account Number]

Dear [Recipient Name],

This letter is to inform you that we did not receive the payment of \$[Amount] that was scheduled for [Agreed Date].

According to our records, you committed to making this payment on the date mentioned above to bring your account current. As of today, our records show that this commitment has not been met, and your account remains in arrears.

We understand that unexpected circumstances can arise. However, it is important that you contact us immediately to resolve this matter. Please remit the full amount of \$[Amount] by [New Due Date] to avoid further collection actions or impacts on your credit standing.

You can make your payment via the following methods:

- [Payment Method 1: e.g., Online Portal Link]
- [Payment Method 2: e.g., Phone Number for Credit Card]
- [Payment Method 3: e.g., Mailing Address for Checks]

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and cannot make the full payment, please call us at [Phone Number] so we can discuss a new arrangement.

Sincerely,

[Your Name/Signature]
[Your Title]