

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Unfulfilled Payment Promise - Account #[Account Number]

Dear [Recipient Name],

This letter is to formally notify you that we have not received the payment that was promised on [Date Promised] in the amount of \$[Amount].

According to our records, your account remains past due with a total outstanding balance of \$[Total Balance]. Our previous agreement to resolve this balance has not been met, and your account is now at risk of further collection actions.

We understand that unforeseen circumstances may arise. However, it is important that you contact us immediately to rectify this situation. Please submit the payment in full or contact our billing department at [Phone Number] by [Deadline Date] to discuss your account status.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]