

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

[Date]

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

RE: Notice of Delinquency - Account #[Account Number]

Dear [Customer Name],

This letter is to inform you that we have not yet received the payment that was promised on [Agreed Payment Date] in the amount of \$[Amount].

As of today, your account is considered delinquent. We understand that circumstances can change, but it is important that you fulfill your commitment to maintain your account in good standing.

Please submit your payment immediately via [Payment Method]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial difficulties or need to discuss a new payment arrangement, please contact our billing department at [Phone Number] or [Email Address] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]