

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

[Date]

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

**Subject: Initial Notice of Failed Payment Commitment**

Dear [Recipient Name],

This letter is to inform you that we have not received the payment that was committed on [Date Commitment Was Made] regarding [Account Number/Invoice Number].

According to our records, the agreed amount of [Amount Due] was scheduled to be paid by [Expected Payment Date]. As of today, this payment has not been reflected in our account.

We understand that oversights can happen. Please remit the payment immediately or provide proof of transfer to ensure your account remains in good standing. You can make your payment via [Payment Method/Link].

If you have already sent the payment, please disregard this notice. If you are experiencing technical difficulties or wish to discuss a revised payment schedule, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]