

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF BROKEN PROMISE AND FINAL DEMAND FOR PAYMENT

Account Number: [Insert Account Number]

Total Balance Due: \$[Insert Amount]

Dear [Debtor Name],

This letter serves as formal notice that you have failed to fulfill the payment agreement established on [Insert Date Agreement Was Made]. Despite your promise to pay \$[Insert Promised Amount] by [Insert Due Date], we have not received the funds.

Because you have breached this voluntary repayment agreement, your account is now considered in default. We have extended every opportunity for you to resolve this debt amicably; however, your failure to follow through has left us with no choice but to escalate this matter.

FINAL DEMAND: We require immediate payment of the full balance of \$[Insert Total Balance] no later than [Insert Final Deadline Date].

Payment can be made via [Insert Payment Method - e.g., Online Portal, Phone, or Certified Check].

Failure to receive payment by the date specified above will result in this account being transferred to [a third-party collection agency / our legal department] to initiate further action. This may include reporting the default to credit bureaus or pursuing a legal judgment against you.

Please govern yourself accordingly.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email/Website]