

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

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

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

Dear [Recipient Name],

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

Per our agreement on [Date Agreement Was Made], this payment was intended to bring your account up to date. Since the payment was not received, your account is now considered in default of our repayment arrangement.

Please submit the full amount of \$[Amount] immediately to prevent further action. You can make your payment via [Payment Method/Portal Link].

If you have already sent this payment, please contact us at [Phone Number] with the transaction details so we can update our records. If you are experiencing technical difficulties or financial hardship, please call us immediately to discuss your options.

We look forward to resolving this matter promptly.

Sincerely,

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