

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

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

RE: NOTICE OF BREACH OF PROMISE TO PAY

Dear [Debtor Name],

This letter is to formally notify you that you have failed to fulfill the payment agreement established on [Date of Agreement]. According to our records, you promised to pay the amount of \$[Amount] by [Due Date]. As of today, we have not received this payment.

The total outstanding balance remains \$[Total Amount].

Because you have violated the terms of your promise to pay, your account is now considered delinquent. We require that you remit the full amount immediately to bring your account back into good standing.

Please send the payment of \$[Amount] by [Final Deadline Date] via [Accepted Payment Method].

If we do not receive payment or hear from you by the date mentioned above, we will have no choice but to take further action to recover this debt, which may include referring your account to a collection agency or initiating legal proceedings.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]