

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

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

RE: NOTICE OF BROKEN PROMISE TO PAY - IMMEDIATE ACTION REQUIRED

Dear [Customer Name],

This letter is to formally notify you that we did not receive the payment of \$[Amount] that you promised to make by [Date].

As a result of this broken agreement, your account is now considered seriously delinquent. We have attempted to work with you to resolve this debt amicably; however, your failure to honor your commitment has left us with no choice but to escalate this matter.

To avoid further collection action, the full balance of \$[Total Balance Due] must be paid immediately.

Please submit your payment via [Payment Method: Online Link, Wire Transfer, or Phone] no later than [Final Deadline Date].

Failure to respond to this final notice will result in your account being transferred to a third-party collection agency or our legal department for further action. This may negatively impact your credit rating.

We expect your prompt attention to this urgent matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Department]