

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

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

**RE: NOTICE OF BREACHED PAYMENT PROMISE**

Account Number: [Account Number]  
Total Balance Due: \$[Amount]

Dear [Debtor Name],

We are writing to formally notify you that you have failed to fulfill the payment agreement established on [Date Agreement Was Made]. According to our records, you promised to pay \$[Amount] by [Due Date], but we have not yet received these funds.

Your failure to adhere to this revised payment schedule has resulted in your account being marked as delinquent. This is a serious matter that requires your immediate attention.

To prevent further collection actions, please submit the full payment of \$[Amount] by [Final Deadline Date]. Payment can be made via [Payment Methods, e.g., online portal, check, or wire transfer].

If we do not receive payment or hear from you by the date mentioned above, we will have no choice but to escalate this matter. This may include [mention consequences, e.g., legal action, reporting to credit bureaus, or referring the account to a third-party collection agency].

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

Sincerely,

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