

DATE: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF FAILED PROMISE TO PAY / IMMEDIATE ACTION REQUIRED

Dear [Debtor Name],

This letter serves as formal notice that we did not receive the payment of \$[Amount] which you promised to deliver by [Date].

Because you have failed to honor your commitment to clear the outstanding balance of \$[Total Balance Due] on Account #[Account Number], your account is now considered seriously delinquent.

To prevent further collection activity or legal action, you must submit the full payment immediately. We require payment to be made no later than [Deadline Date].

Payment should be sent to:

[Company Name]

[Payment Address]

[City, State, Zip Code]

If you have already sent this payment, please contact our office at [Phone Number] immediately with the confirmation or tracking number.

Failure to respond to this notice by the deadline stated above will result in this matter being escalated for further action without further notice to you.

Sincerely,

[Your Name/Department]

[Company Name]

[Phone Number]