

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

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

**RE: OFFICIAL NOTICE OF LEGAL REVIEW - UNFULFILLED PAYMENT
PROMISE**

Dear [Recipient Name],

This letter serves as formal notice that your account is now being undergoing a formal legal review due to your failure to adhere to the payment promise made on [Date of Promise].

On [Date of Promise], you committed to paying the outstanding balance of [Total Amount Owed] by [Agreed Deadline]. As of the date of this letter, we have not received the funds, and the deadline has passed without further communication or resolution from your side.

The details of the delinquency are as follows:

- Original Invoice Number: [Invoice #]
- Original Due Date: [Original Date]
- Amount Past Due: [Amount]
- Date of Broken Promise: [Date]

Please be advised that we are currently evaluating all available legal remedies to recover the full debt, which may include, but are not limited to, the initiation of a formal civil lawsuit, reporting this delinquency to credit bureaus, or referring this file to an external collection agency.

To prevent further escalation and the potential for additional legal costs or interest, you must remit the full balance of [Total Amount Owed] within [Number] business days from the date of this notice.

Payment should be made via [Payment Method/Instructions].

If you have already sent the payment, please provide proof of transfer immediately. If you wish to discuss a final settlement prior to the conclusion of our legal review, contact [Contact Name] at [Phone Number/Email] immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Department]