

URGENT: NOTICE OF BROKEN PROMISE TO PAY

Date: [Insert Date]

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

Re: Account Number [Insert Account Number] / Overdue Balance \$[Insert Amount]

Dear [Recipient Name],

This letter is to formally notify you that you have failed to honor the payment agreement made on [Date of Agreement]. You promised to pay the amount of \$[Insert Amount] by [Deadline Date], but as of today, we have not received the funds.

Your failure to adhere to this commitment is a serious matter. We have attempted to resolve this amicably; however, your lack of payment has left us with no choice but to escalate this issue.

Requirement for Immediate Action:

To prevent further action, you must remit the full overdue balance of \$[Insert Total Amount] by [Insert Final Deadline Time/Date].

Failure to comply with this final notice may result in the following actions:

- Suspension or termination of services/accounts.
- Referral of your account to a third-party debt collection agency.
- Reporting of this delinquency to national credit bureaus.
- Commencement of legal proceedings to recover the debt, including costs and interest.

Please contact us immediately at [Insert Phone Number] or [Insert Email Address] to confirm that payment has been sent or to provide proof of transfer.

We expect your immediate cooperation to resolve this outstanding debt.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Contact Information]