

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: FINAL NOTICE - UNFULFILLED PAYMENT PROMISE

Dear [Recipient Name],

This letter serves as a formal response to your failure to fulfill the payment promise made on [Date of Promise]. Despite your written commitment to settle the outstanding balance of \$[Amount] by [Due Date], we have not yet received the funds.

We have acted in good faith by granting extensions based on your assurances. However, the continued lack of payment is no longer acceptable. This breach of agreement has forced us to escalate this matter.

Please be advised that unless the full balance is received by [Final Deadline Date], we will take the following actions:

- Immediate suspension of all services/deliveries.
- Referral of this account to a professional debt collection agency.
- Initiation of formal legal proceedings to recover the debt, including interest and legal fees.

We strongly urge you to remit payment immediately via [Payment Method] to avoid further escalation and potential impact on your credit rating.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]