

## **URGENT NOTIFICATION**

[Current Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Re: Account Number [Account Number]

Dear [Customer Name],

This letter is to formally notify you that we have not received the payment you promised to make by [Date of Promise] in the amount of \$[Amount].

As this commitment has been missed, your account is now considered critically overdue. We had relied on your word to bring the account current, and your failure to do so has limited our ability to continue offering flexible payment options.

To avoid further collection actions or a negative impact on your credit rating, please remit the full amount of \$[Amount] immediately. You can make your payment via [Payment Method/Website] or by calling us at [Phone Number].

If you have already sent this payment, please disregard this notice and contact us to provide the confirmation details.

We expect your immediate attention to this urgent matter.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Phone Number]