

## URGENT NOTICE

[Date]

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

Re: Account Number [Account Number] - PAST DUE PROMISED PAYMENT

Dear [Customer Name],

This letter serves as a formal warning regarding your account. We are writing because we did not receive the payment of \$[Amount] that you promised to remit by [Due Date].

Your account is now significantly past due. By failing to honor your commitment, you have placed your account in jeopardy of further collection actions. This may include, but is not limited to:

- Suspension or termination of services
- Referral of your account to an external collection agency
- Reporting of this delinquency to credit bureaus
- Legal action to recover the outstanding balance

To prevent these actions, we require immediate payment of \$[Total Balance Due] no later than [Final Deadline Date].

Please submit your payment via [Payment Method/Link] or contact our billing department immediately at [Phone Number] to discuss this matter.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department]  
[Company Name]  
[Company Phone Number]