

URGENT: FINAL NOTICE REGARDING BREACH OF PAYMENT PROMISE

Date: [Insert Date]

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

Re: Account Number [Insert Account Number]

Dear [Recipient Name],

This letter is a formal notice regarding your failure to fulfill the payment promise made on [Insert Date of Promise]. You committed to paying the amount of [Insert Amount] by [Insert Deadline Date], but as of today, we have not received these funds.

Your failure to honor this agreement despite our previous attempts to contact you has left us with no choice but to escalate this matter. Your account is now classified as severely delinquent.

REQUIRED ACTION:

To avoid further collection actions or potential legal proceedings, you must remit the full balance of [Insert Total Balance Due] no later than [Insert Final Deadline Date].

Payment can be made via the following methods:

- Online: [Insert Link]
- Phone: [Insert Phone Number]
- Mail: [Insert Mailing Address]

If payment is not received by the deadline stated above, we will be forced to take further steps, which may include reporting this default to credit bureaus or referring your file to an outside legal firm. These actions may negatively impact your credit rating.

If you have already sent your payment, please disregard this letter and contact us immediately to provide the transaction details.

Sincerely,

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