

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

Subject: URGENT: Missed Payment for Account #[Account Number]

Dear [Recipient Name],

This letter is to formally notify you that we have not received the payment of \$[Amount] which you promised to remit by [Promised Date].

As of today, your account remains past due. We relied on your commitment to clear this balance, and your failure to do so has now placed your account in a critical status.

Please take one of the following actions immediately:

- Submit the full payment of \$[Amount] via [Payment Method] by [Deadline Date].
- Provide a valid proof of transfer if the payment has already been sent.
- Contact our office at [Phone Number] today to discuss this matter.

Failure to respond to this notice or provide payment by [Deadline Date] may result in [further action, e.g., suspension of services / referral to a collection agency / legal action].

We look forward to your immediate cooperation to resolve this matter without further escalation.

Sincerely,

[Your Name/Signature]
[Your Title]