

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: NOTICE OF BREACH OF PAYMENT PROMISE - Account No: [Account Number]

Dear [Recipient Name],

This letter serves as formal notification that you are in breach of the good faith payment agreement established on [Date of Agreement].

On [Date], you explicitly promised to make a payment in the amount of \$[Amount] by [Due Date]. As of the date of this letter, we have not received the funds, nor have you contacted our office to provide an update or request an extension.

A good faith promise is a critical component of our continued business relationship and our willingness to withhold further collection actions. By failing to honor this commitment, you have jeopardized the standing of your account.

To rectify this breach, we require the immediate payment of \$[Amount] by [Final Deadline Date]. Payments can be made via [Payment Method/Portal Link].

Failure to fulfill this promise immediately may result in the following actions:

- Revocation of all current payment plans or settlements.
- Reporting of the delinquency to credit bureaus.
- Referral of this account to a third-party collection agency or legal counsel.

Please contact us immediately at [Phone Number] if the payment has already been sent or if there are extenuating circumstances we should be aware of.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]