Date: [Insert Date]

To: [Debtor Name]
Address: [Debtor Address]
City, State, Zip: [Debtor City, State, Zip]

RE: Notice of Broken Payment Promise - Account #[Insert Account Number]

Dear [Debtor Name],

This letter is to formally notify you that we did not receive the payment of $[Insert Amount] that you promised to make by [Insert Date].

We accepted your payment plan in good faith as an alternative to further collection action. Your failure to fulfill this commitment has resulted in your account being flagged as delinquent. The current total outstanding balance remains $[Insert Total Balance].

To avoid the immediate escalation of this matter, please submit the missed payment by [Insert New Deadline Date]. You may complete this payment via [Insert Payment Method, e.g., online portal, phone, or check].

If we do not receive payment or hear from you by the date mentioned above, we will have no choice but to pursue further action, which may include:

- Reporting this delinquency to credit bureaus.
- Revoking all current payment arrangements.
- Referring your account to a third-party collection agency or legal counsel.

Please contact us immediately at [Insert Phone Number] if there is a specific reason for this delay that we should be aware of.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Contact Information]