[Your Name]
[Your Title/Department]
[Your Company Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Address]

RE: FORMAL ESCALATION - NOTICE OF UNFULFILLED PAYMENT PROMISE

Dear [Recipient Name],

This letter serves as a formal escalation regarding the outstanding balance on account [Account Number] in the amount of $[Amount].

On [Date of Promise], you provided a good faith promise to remit payment by [Agreed Upon Date]. As of today, our records indicate that this payment has not been received, and the commitment remains unfulfilled.

We previously extended flexibility based on your assurance of payment. However, because the agreed deadline has passed without communication or receipt of funds, your account is now being flagged for further action.

To prevent this matter from escalating to [Collection Agency/Legal Counsel/Credit Reporting], we require one of the following by [Final Deadline Date]:

- Full payment of the outstanding balance.
- Immediate proof of a processed wire transfer or check delivery.
- Direct contact with our office to provide a verifiable explanation for the delay.

We prefer to resolve this matter amicably; however, we cannot allow the balance to remain unpaid indefinitely following a broken commitment. Please contact me immediately at [Phone Number] to confirm you have sent the payment.

Sincerely,

[Your Signature]

[Your Printed Name]