

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

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

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

Dear [Debtor Name],

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

As of today, our records indicate that your account remains past due in the total amount of \$[Total Balance]. This payment was expected as part of the good faith agreement made on [Date of Agreement] to bring your account back into good standing.

We understand that unforeseen circumstances may arise. However, it is essential that you contact our office immediately at [Phone Number] to provide an update on your status or to issue the payment electronically.

Please remit the promised amount by [New Deadline Date] to avoid further collection actions or a review of your credit standing.

If you have already sent this payment, please disregard this notice and contact us to provide the tracking or confirmation number.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]