

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

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

RE: Notice of Unfulfilled Good Faith Payment (Account #: [Account Number])

Dear [Recipient Name],

I am writing to follow up on our previous communication dated [Date of Agreement/Conversation], during which you committed to a good faith payment of \$[Amount] to be received by [Expected Date].

As of today, our records indicate that this payment has not been received. We accepted your promise of a good faith payment as a gesture of your intent to resolve the outstanding balance on your account. Failure to fulfill this commitment impacts the status of your account and our ability to maintain the current repayment terms.

Please remit the promised amount of \$[Amount] immediately. If you have already sent the payment, please contact us at [Phone Number] with the payment details so we can update your file.

If there has been an unexpected delay, please reach out to us by [Deadline Date] to discuss your situation. We remain willing to work with you, but consistent communication and adherence to payment timelines are necessary.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company Name]