

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

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

Subject: Friendly Reminder: Regarding Your Payment Promise

Dear [Recipient Name],

We are writing to you as a friendly follow-up regarding the good faith payment promise made on [Date Agreement Was Made]. According to our records, we have not yet received the payment of [Amount] that was scheduled for [Expected Date].

We understand that things can get busy, and this may have simply slipped your mind. We value our relationship with you and would like to help you keep your account in good standing.

Please let us know if you have already sent the payment, or if there is a problem we can assist you with. You can make your payment via [Payment Method/Link] or contact us at [Phone Number/Email] to discuss this further.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Signature]
[Your Title]