

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

[Date]

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

RE: URGENT - Unfulfilled Good Faith Payment Promise (Account/Reference: [Reference Number])

Dear [Recipient Name],

I am writing to express my serious concern regarding the unfulfilled good faith payment that was promised on [Date of Promise]. According to our records and previous correspondence, a payment in the amount of \$[Amount] was expected to be received by [Due Date].

As of the date of this letter, we have not received the funds nor have we been notified of any delays. This payment was accepted as a demonstration of your good faith intentions to resolve the outstanding balance of [Total Debt Amount].

Failure to fulfill this promise has compromised the current arrangement. To maintain the standing of your account and prevent further escalations, we require the immediate transfer of these funds. Please provide proof of payment or ensure the funds are cleared within [Number] business days.

If there are extenuating circumstances preventing this payment, please contact me immediately at [Your Phone Number] to discuss the situation. Otherwise, we may be forced to pursue further collection actions or legal remedies available to us.

I look forward to your immediate response and the receipt of payment.

Sincerely,

[Your Signature]

[Your Printed Name]