

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

[Date]

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

RE: Notice of Unmet 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 pay by [Agreed Date].

As of today, your account remains past due with a total balance of \$[Total Balance]. Our records show that the commitment made during our last communication on [Date of Agreement] has not been fulfilled.

We understand that circumstances can change, but it is essential that you prioritize this debt to avoid further action. We request that you remit the full amount immediately or contact us by [Deadline Date] to explain the delay.

Payment can be made via [Payment Method/Link/Address].

Please be advised that failure to settle this balance or reach an alternative agreement by the date mentioned above may result in this account being referred to a formal collection agency or legal counsel.

If you have already sent the payment, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]