

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

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

Subject: Follow-Up: Missed Payment Commitment - Account #[Account Number]

Dear [Recipient Name],

We are writing to follow up on the payment commitment you made on [Date of Commitment]. According to our records, we have not yet received the payment of \$[Amount] that was scheduled to arrive by [Due Date].

We understand that unexpected circumstances can arise. However, as this payment is now overdue, we request that you remit the funds immediately to bring your account back into good standing.

Please make your payment via [Payment Method: e.g., online portal, check, or bank transfer]. If you have already sent the payment, please disregard this notice.

If you are experiencing further financial difficulties, please contact us at [Phone Number] today so we can discuss a revised arrangement. We would prefer to resolve this matter amicably and avoid any further collection actions.

Thank you for your prompt attention to this matter.

Sincerely,

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