

Current Date: [Insert Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]

RE: URGENT INQUIRY - BROKEN PAYMENT PROMISE (Invoice #[Insert Invoice Number])

Dear [Recipient Name],

I am writing to express my serious concern regarding your failure to fulfill the payment promise made on [Date of Promise]. During our last communication, you committed to settling the outstanding balance of \$[Amount] by [Agreed Deadline]. As of today, we have not received these funds.

This payment is now [Number] days overdue. We have relied on your assurance to manage our own financial obligations, and this delay is causing significant disruption to our operations.

Please provide an immediate update on the status of this transfer. We require a proof of payment or a confirmed transaction reference number to be sent to us by the end of business today.

If we do not receive confirmation or the cleared funds within [Number] hours, we will be forced to escalate this matter to our legal department or a third-party collection agency. We would prefer to resolve this amicably, but we must insist on immediate action.

We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]