

[Date]

[Borrower Name]
[Property Address]
[City, State, Zip Code]

Subject: Friendly Reminder: Mortgage Payment for [Month/Year]

Dear [Borrower Name],

We are writing to bring to your attention that we have not yet received your mortgage payment for [Month/Year], which was due on [Due Date].

We understand that life can get busy and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice.

Payment Details:

- Loan Number: [Loan Number]
- Amount Due: \$[Amount]
- Late Fee (if applicable): \$[Fee Amount]
- Total Amount Due: \$[Total Amount]

Please submit your payment as soon as possible via our online portal, by mail, or by phone at [Phone Number].

If you are experiencing financial difficulties or have any questions regarding your account, please contact our customer service team so we can discuss available options to assist you.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Lending Institution Name]
[Contact Information]