

Date: [Insert Date]

[Borrower Name]

[Co-Borrower Name, if applicable]

[Property Address]

[City, State, Zip Code]

RE: Notice of Past Due Payment

Account Number: [Insert Account Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

This letter is to inform you that we have not yet received your scheduled payment for your Home Equity Loan, which was due on [Payment Due Date]. As of the date of this letter, your account is [Number of Days] days past due.

Current Amount Due: \$[Insert Amount]

Late Fees (if applicable): \$[Insert Amount]

Total Amount Required to Bring Account Current: \$[Insert Total Amount]

Your Home Equity Loan is secured by your primary residence. It is important that you maintain timely payments to protect your home and your credit standing. If you have already mailed your payment, please disregard this notice.

If you are experiencing financial difficulties, please contact our Loan Servicing Department immediately at [Phone Number]. We may have options available to assist you during this time.

Please remit your payment by [Deadline Date] via one of the following methods:

- Online at: [Website URL]
- By Phone: [Phone Number]
- By Mail: [Mailing Address for Payments]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Lending Institution Name]

[Contact Phone Number]