

[Bank Name]  
[Department Name]  
[Bank Address]  
[City, State, Zip Code]

[Date]

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

**Subject: Notice of Overdue Installment - Account Number: [Account Number]**

Dear [Customer Name],

We are writing to inform you that we have not yet received the installment payment for your [Loan/Credit Type] account, which was due on [Due Date].

**Payment Details:**

- Installment Amount: [Currency/Amount]
- Late Fee (if applicable): [Currency/Amount]
- Total Outstanding Amount: [Currency/Amount]

If you have already made this payment, please disregard this notice. If you have not yet done so, we kindly request that you settle the outstanding balance immediately to avoid further late charges or an impact on your credit rating.

You can make your payment through our mobile banking app, at any of our branches, or via online bank transfer.

If you are experiencing financial difficulties or have questions regarding your repayment schedule, please contact our Customer Service team at [Phone Number] or visit your local branch as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Name/Signature]  
[Title/Position]  
[Bank Name]