

[Business Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: NOTICE OF MISSED PAYMENT - Loan Account #[Account Number]

Dear [Borrower Name],

This letter is to inform you that we have not yet received your loan payment for the period ending [Due Date]. As of the date of this letter, your account is past due.

Payment Details:

- Scheduled Payment Amount: \$[Amount]
- Late Fee (if applicable): \$[Amount]
- **Total Amount Due: \$[Total Amount]**

We understand that businesses can face temporary cash flow challenges. If you have already sent this payment, please disregard this notice. If you have not yet made the payment, please do so immediately via [Payment Method/Online Portal].

If you are experiencing financial difficulties and would like to discuss payment options or a repayment plan, please contact our loan department at [Phone Number] or [Email Address] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Business Name]