

Date: [Current Date]

[Customer Name]
[Address Line 1]
[City, State, Zip Code]

Subject: ACTION REQUIRED: Missed Credit Card Installment for Account [Account Number]

Dear [Customer Name],

We are contacting you because we have not yet received your scheduled installment payment for your [Credit Card Name] account, which was due on [Due Date].

To keep your account in good standing and avoid potential late fees or impacts to your credit score, please complete your payment of [Amount Due] immediately.

How to pay:

- Online: Log in to your account at [Website URL].
- Mobile App: Use our official mobile application.
- Phone: Call our automated payment line at [Phone Number].

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties, please contact our support team at [Phone Number] to discuss available payment options.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]
[Financial Institution Name]