

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

Subject: Past Due Notice - Auto Loan Account #[Account Number]

Dear [Borrower Name],

This letter is to inform you that we have not yet received your auto loan payment for the month of [Month], which was due on [Due Date].

According to our records, the following amount is currently outstanding:

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

Please submit your payment immediately to bring your account up to date. You can pay via our online portal, by phone, or by mailing a check to the address listed above.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our collections department at [Phone Number] so we can discuss potential payment arrangements.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department Name]
[Your Company Name]