

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

[Date]

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

RE: NOTICE OF MISSED PAYMENT - LOAN ACCOUNT #[Account Number]

Dear [Borrower Contact Name],

This letter serves as formal notification that we have not received the scheduled payment for your commercial loan account referenced above. Our records indicate that the payment due on [Due Date] in the amount of \$[Amount Due] remains outstanding.

As per the terms of your Loan Agreement, a late fee of \$[Late Fee Amount] has been applied to your account, bringing the total balance required to clear this delinquency to \$[Total Amount].

Summary of Delinquency:

- Past Due Amount: \$[Amount Due]
- Late Fee: \$[Late Fee Amount]
- Total Outstanding: \$[Total Amount]

Please remit the total outstanding balance immediately to ensure your account returns to good standing. You may make your payment via [Payment Method: Online Portal/Wire Transfer/Check].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or believe this notice is in error, please contact our Loan Servicing Department at [Phone Number] or [Email Address] immediately to discuss your account.

Failure to rectify this delinquency may result in further actions as outlined in your loan documents.

Sincerely,

[Sender Name]
[Title]
[Lender Name]