

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

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

Dear [Borrower Name],

This letter is to inform you that we have not received your loan payment which was due on [Due Date]. As of today, your account shows an outstanding balance for this period in the amount of \$[Amount Due].

If you have already sent your payment, please disregard this notice. If you have not yet made the payment, we kindly ask that you do so immediately to keep your account in good standing and to avoid any potential late fees or impact on your credit score.

Payment Details:

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

You can make your payment through the following methods:

- Online via our portal at [Website URL]
- By phone at [Phone Number]
- By mail to [Payment Address]

If you are experiencing financial difficulties or have questions regarding your account, please contact our customer service department at [Phone Number] as soon as possible so we can discuss available options.

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name/Department]

[Company Name]