

[Date]

[Borrower Name]

[Address Line 1]

[Address Line 2]

RE: Notice of Missed Payment and Late Fee Assessment

Dear [Borrower Name],

This letter is to inform you that we have not received your loan payment for the period ending [Date Payment Was Due]. As of today, your account for Loan Number [Loan Number] is past due.

According to your loan agreement, a late fee of \$[Amount] has been assessed to your account. Your total balance currently due is as follows:

- Missed Principal/Interest Payment: \$[Amount]
- Late Fee Assessment: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please remit the total amount due by [Date] to bring your account back to current status. You may make your payment via [Payment Method/Online Portal/Mail].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]

[Company Name]

[Phone Number]