

[Your Name/Company Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Borrower's Name]
[Borrower's Address Line 1]
[Borrower's Address Line 2]
[City, State, Zip Code]

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

Dear [Borrower's Name],

This letter is to inform you that we have not received your scheduled loan payment for the period ending [Date Payment Was Due].

According to our records, the following amount is now past due:

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

Please submit your payment immediately to bring your account back to good standing. You can make a payment via [Payment Method: Online/Phone/Mail/In-Person].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature/Name]
[Your Title/Department]