

[Your Name/Department]  
[Institution Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Student Name]  
[Student Address Line 1]  
[City, State, Zip Code]

**Subject: Notification of Missed Student Loan Payment**

Dear [Student Name],

Account Number: [Account Number]

This letter is to inform you that we have not received your scheduled student loan payment which was due on [Due Date]. As of today, your account is past due in the amount of \$[Amount Due].

We understand that financial difficulties can arise. However, it is important to address this delinquency immediately to avoid late fees, negative impacts on your credit score, or loss of eligibility for future deferment or forbearance options.

Please submit your payment using one of the following methods:

- **Online:** [Website URL]
- **Phone:** [Phone Number]
- **Mail:** [Mailing Address for Payments]

If you are unable to make this payment at this time, please contact our financial services office at [Phone Number] as soon as possible. We may be able to offer alternative repayment plans or temporary relief options based on your current situation.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Sender Name]  
[Title]  
[Institution Name]