

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

[Date]

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

Subject: Friendly Reminder: Mortgage Payment for Account #[Account Number]

Dear [Borrower Name],

This is a friendly reminder that we have not yet received your mortgage payment for the month of [Month], which was due on [Due Date].

We understand that life can be busy and this may have simply slipped your mind. If you have already sent your payment, please disregard this notice.

Payment Details:

Amount Due: \$[Amount]
Due Date: [Due Date]

If you haven't made the payment yet, please do so at your earliest convenience to avoid any potential late fees. You can pay via our online portal, by mail, or by calling us directly at [Phone Number].

If you are experiencing financial difficulties, please reach out to us as soon as possible so we can discuss available options to assist you.

Thank you for being a valued customer.

Sincerely,

[Your Name/Department Name]
[Company Name]