

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

[Date]

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

Subject: Notice of Missed Installment Payment - Account #[Account Number]

Dear [Recipient Name],

This letter is to inform you that we have not yet received your installment payment for the month of [Month], which was due on [Due Date].

As of today, your account shows an overdue balance of \$[Amount].

We understand that payments can sometimes be overlooked. If you have already sent your payment, please disregard this notice. If not, please submit your payment as soon as possible via [Payment Method/Online Link].

If you are experiencing financial difficulties or have questions regarding your account, please contact our billing department at [Phone Number] so we can discuss a solution.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]