

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Friendly Reminder: Missed Payment for [Account/Reference Number]**

Dear [Recipient Name],

This is a friendly reminder that we have not yet received your scheduled payment of \$[Amount], which was due on [Due Date] as part of your agreed payment plan.

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

If you haven't had a chance to make the payment yet, please do so at your earliest convenience via [Payment Method/Link].

If you are experiencing any difficulties or need to discuss your payment schedule, please reach out to us at [Phone Number] or [Email Address]. We are happy to work with you to keep your account in good standing.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Signature]

[Your Title/Department]