

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Subject: Gentle Reminder: Unpaid Installment for [Account/Contract Number]

Dear [Customer Name],

We are writing to bring to your attention that we have not yet received the installment payment for your account, which was due on [Due Date].

Payment Details:

- Installment Number: [Number, e.g., 3 of 12]
- Amount Due: [Amount]
- Original Due Date: [Due Date]

We understand that this may have been an oversight. If you have already sent the payment, please disregard this notice. Otherwise, we kindly ask that you settle the outstanding balance at your earliest convenience to ensure your account remains in good standing.

You can make your payment via [Insert Payment Method, e.g., Online Portal, Bank Transfer, or Phone].

If you are experiencing any difficulties or have questions regarding your balance, please contact our customer service team at [Phone Number] or [Email Address]. We are here to help.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Department Name]

[Contact Information]