

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Reminder: Initial Installment Payment Due

Dear [Recipient Name],

This is a friendly reminder regarding the first installment payment for your [Account/Service Name/Invoice Number].

According to our records, your initial payment of [Amount] is due on [Due Date]. To ensure your account remains in good standing and to avoid any interruption in service, please submit your payment by the date mentioned above.

Payment Details:

Installment Amount: [Amount]

Due Date: [Date]

Account Number: [Account Number]

You can make your payment via [Payment Method: Online Portal/Bank Transfer/Check].

If you have already sent your payment, please disregard this notice. If you have any questions or are experiencing difficulties making this payment, please contact us at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]