

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

[Date]

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

**Subject: Initial Notice - Past Due Installment for Account #[Account Number]**

Dear [Customer Name],

This is a courtesy reminder that we have not yet received your installment payment for the period of [Due Date]. According to our records, an amount of \$[Amount Due] is currently past due.

If you have already sent your payment, please disregard this notice. If not, please submit your payment as soon as possible to keep your account in good standing. You can pay via [Payment Method, e.g., online portal, check, or phone].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]  
[Your Company Name]