

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

[Date]

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

Subject: Reminder: Past Due Installment for Account [Account Number]

Dear [Customer Name],

This is a friendly reminder that we have not yet received your installment payment for the month of [Month], which was due on [Due Date].

Account Details:

- Account Number: [Account Number]
- Installment Amount: \$[Amount]
- Due Date: [Date]

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 [Online Portal Link], by phone, or by mail.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Your Company Name]