

[Date]

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

Subject: Notice of Missed Payment - Account #[Account Number]

Dear [Customer Name],

This letter is to inform you that we have not received your scheduled installment payment of \$[Amount Due] which was due on [Due Date] under our agreement dated [Agreement Date].

As of today, your account is considered past due. To keep your installment agreement in good standing and avoid potential late fees or a formal default, please submit your payment immediately.

Payment Details:

- Amount Overdue: \$[Amount]
- Late Fee (if applicable): \$[Fee]
- Total Amount to Pay: \$[Total]

You can make your payment through the following methods: [Insert Payment Methods, e.g., Online Portal, Phone, or Mail].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties and would like to discuss a temporary adjustment to your plan, please contact our billing department at [Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]
[Contact Information]