

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Reminder: Missed Installment for Payment Plan [Account Number]**

Dear [Recipient Name],

This is a formal reminder that we have not received your scheduled payment of \$[Amount] which was due on [Due Date] under our agreed payment plan.

To keep your account in good standing and avoid the cancellation of your payment arrangement, please submit your payment as soon as possible. You can make a payment via [Payment Method: Online/Phone/Check].

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties that may prevent you from making this payment, please contact us immediately at [Phone Number] so we can discuss your options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Department]