

[Date]

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

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

Dear [Customer Name],

This is a friendly reminder that we have not yet received your scheduled installment payment of \$[Amount Due], which was due on [Due Date].

According to our records, your account is now past due. We understand that life can be busy, and this may have been an oversight. To keep your account in good standing and avoid potential late fees or service interruptions, please submit your payment as soon as possible.

Payment Details:

- **Amount Due:** \$[Amount Due]
- **Original Due Date:** [Due Date]
- **Account Number:** [Account Number]

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

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties and would like to discuss alternative payment arrangements, please contact our billing department at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]
[Department Name]
[Contact Information]