

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

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

Subject: Notification of Missed Payment Installment

Dear [Customer Name],

This letter is to inform you that we did not receive the installment payment of \$[Amount] which was promised on [Date] regarding your account [Account Number].

According to our records, your payment is now overdue. We understand that unforeseen circumstances may arise; however, it is important to fulfill the payment arrangements previously agreed upon to keep your account in good standing.

Please submit your payment immediately via [Payment Method] or contact our billing department at [Phone Number] to discuss this matter. Failure to address this balance may result in [Late Fees/Account Suspension/Further Collection Action].

If you have already sent your payment, please disregard this notice.

Sincerely,

[Your Name/Department Name]
[Your Company Name]