Date: [Insert Date]

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

Subject: ACTION REQUIRED: Missed Installment Payment for Account [Account Number]

Dear [Customer Name],

We are writing to inform you that we have not received your installment payment for the period of [Billing Period/Date], which was due on [Due Date]. As of today, your account shows an overdue balance of $[Amount].

To keep your account in good standing and avoid potential late fees or service interruptions, please remit your payment immediately. You can complete your payment through the following methods:

- **Online:** Log in to your account at [Website URL].
- **Phone:** Call our automated payment line at [Phone Number].
- **Mail:** Send a check to the address listed on your original invoice.

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties and would like to discuss alternative payment arrangements, please contact our billing department at [Contact Phone Number] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]