

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

[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 installment payment of \$[Amount Due], which was due on [Due Date].

We understand that things can sometimes get overlooked. If you have already sent your payment, please disregard this letter. If not, we kindly ask that you settle the balance as soon as possible to keep your account in good standing.

You can make your payment through the following methods:

- Online at: [Website URL]
- By phone at: [Phone Number]
- By mail to the address listed above

If you are experiencing financial difficulties or have any questions regarding your account, please contact our customer service team at [Phone Number] so we can discuss available options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]