

[Your Company Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

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

Dear [Customer Name],

We are writing to inform you that we did not receive your scheduled payment of \$[Amount Due] which was due on [Due Date] under your current payment plan.

To keep your account in good standing and to avoid the cancellation of your payment agreement, please remit the outstanding balance immediately. Failure to address this missed payment may result in [Late Fees/Interest/Account Suspension].

**Payment Options:**

- **Online:** Visit [Website URL] and log into your account.
- **Phone:** Call us at [Phone Number] to pay via credit/debit card.
- **Mail:** Send a check or money order to the address listed above.

If you have already made this payment, please disregard this notice. If you are experiencing financial difficulties, please contact us at [Phone Number] as soon as possible so we can discuss potential alternatives.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]  
[Your Company Name]