

[Date]

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

Subject: Notice of Missed Payment - Account #[Account Number]

Dear [Customer Name],

This letter is to inform you that we have not received your payment of \$[Amount Due], which was scheduled for [Due Date] under our agreed-upon payment plan.

As per our agreement, timely payments are necessary to keep your account in good standing and avoid further collection actions or penalties. We understand that unexpected circumstances can occur, but it is important to address this delinquency immediately.

Please submit your payment of \$[Amount Due] by [New Deadline Date] to bring your payment plan back up to date. You can make a payment via [Payment Method: Online/Phone/Mail].

If you are experiencing financial difficulties and are unable to make this payment, please contact us immediately at [Phone Number] or [Email Address] so we can discuss potential alternatives.

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

Sincerely,

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