

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Regarding your payment for [Account/Invoice Number]

Dear [Customer Name],

We are reaching out as we noticed that we haven't received your scheduled payment of \$[Amount] which was due on [Due Date]. We understand that life can get busy and sometimes these things can be overlooked.

If you have already sent your payment, please disregard this letter and thank you for your continued business.

If you are experiencing any difficulties or if you have any questions regarding your payment plan, please let us know. We value our relationship with you and are happy to discuss alternative arrangements or provide any assistance you may need to get back on track.

You can make your payment through our online portal at [Link] or contact us directly at [Phone Number] to speak with a member of our team.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name/Department]

[Company Name]

[Phone Number]

[Email Address]