

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Urgent: Missed Payment Deadline - Account [Account Number]

Dear [Customer Name],

This is a formal reminder that we have not received the payment due on [Due Date] as part of your agreed payment plan. As of today, your account shows an overdue balance of \$[Amount].

We understand that circumstances can change. If you have already sent your payment, please disregard this notice. If not, we request that you make this payment immediately to keep your payment plan active and avoid further action or late fees.

Payment Options:

- Online: [Website Link]
- Phone: [Phone Number]
- Mail: Send a check to [Payment Address]

If you are experiencing financial difficulties that prevent you from making this payment, please contact our billing department at [Phone Number] so we can discuss potential options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company Name]