

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]

Subject: URGENT: Inquiry Regarding Missed Installment - Account [Account Number]

Dear [Recipient Name],

I am writing to you regarding my installment payment for the month of [Month], which was due on [Due Date]. I have recently discovered that this payment was not processed as scheduled.

I would like to clarify whether this was due to a technical error on the payment platform, an issue with my bank, or if the payment is currently marked as pending in your system. It is my priority to keep this account in good standing and avoid any late fees or negative impacts on my credit score.

Please let me know the current status of this installment immediately. If the payment has indeed failed, please provide the necessary instructions or an alternative method so I can settle the outstanding balance right away.

I look forward to your urgent response regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]