

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

[Date]

[Recipient Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

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

Dear [Recipient Name],

I am writing to formally inquire about the status of my account following a missed installment payment that was due on [Date Payment Was Due].

I would like to apologize for missing this promised payment. This was due to [briefly state reason, e.g., an unexpected financial hardship or oversight]. I value my standing with [Company Name] and intend to rectify this situation immediately.

Could you please provide the following information regarding my account:

- The exact total balance currently outstanding.
- Any late fees or penalties that have been applied due to the missed installment.
- Confirmation of whether a grace period is available or if my payment plan needs to be restructured.

I am prepared to make a payment of [Amount] by [Date] to bring the account current. Please let me know if this arrangement is acceptable or if there are specific steps I must take to avoid further action on the account.

Thank you for your time and understanding. I look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]