

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**RE: Notice of Missed Payment - Account Number: [Account Number]**

Dear [Recipient Name],

We are writing to remind you that we have not received the payment due on [Date Payment Was Due] as per our agreed-upon payment arrangement dated [Date of Agreement].

According to our records, the missed installment amount is \$[Amount]. This brings your current outstanding balance to \$[Total Balance].

We understand that unexpected circumstances can occur. However, to keep your account in good standing and to maintain the terms of our current agreement, we request that you submit this payment immediately.

Please make your payment via [Payment Method: e.g., online portal, check, or phone].

If you are experiencing financial difficulties or are unable to make this payment, please contact our office at [Phone Number] as soon as possible so we can discuss your situation and prevent further action on your account.

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

Sincerely,

[Your Signature/Name]  
[Your Title]