

# Missed Payment Notification

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to notify you that we have not received your payment scheduled for [Insert Due Date] on your account [Insert Account Number].

Your current outstanding balance is \$[Insert Amount]. We understand that oversights can happen, and we encourage you to make the payment at your earliest convenience to avoid further penalties.

If you have already made this payment, please disregard this notice. Otherwise, we appreciate your prompt attention to this matter.

If you have any questions or need to discuss your account, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]