

# Missed Payment Inquiry

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a missed payment on my account, with account number [Account Number], which was due on [Due Date].

Due to unforeseen circumstances, I am currently facing financial difficulties that have hindered my ability to make this payment on time. I want to assure you that I am actively working to resolve these issues and am committed to fulfilling my obligations.

I kindly ask if there are any options available to assist me during this challenging time, such as a payment plan or a temporary deferment. Your understanding and assistance would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]