

Notification of Missed Credit Repayment

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. This letter is to inform you that we have not received your scheduled repayment for your credit account, which was due on [Insert Due Date].

As of today, your account shows a past due balance of [Insert Amount]. We understand that circumstances can sometimes affect timely payments. If you have already made this payment, please disregard this notice. If not, we encourage you to make the payment as soon as possible to avoid any additional penalties or fees.

If you are experiencing financial difficulties, please contact us at [Insert Contact Information] to discuss possible payment arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]