Late Mortgage Payment Warning

Date: [Insert Date]
To: [Borrower's Name]
Address: [Borrower's Address]
Dear [Borrower's Name],
We are writing to inform you that we have not received your mortgage payment that was due of [Insert Due Date]. Your current balance is now [Insert Amount]. It is important to address this matter promptly to avoid any penalties or negative impact on your credit rating.
Please ensure that your payment is made by [Insert Final Payment Deadline] to avoid further action. If you are experiencing difficulties that may affect your ability to make this payment, please contact us as soon as possible to discuss your options.
Thank you for your immediate attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Contact Information]