Mortgage Payment Lapse Notification

Date: [Insert Date]
Borrower Name: [Insert Borrower Name]
Address: [Insert Borrower's Address]
Loan Number: [Insert Loan Number]
Dear [Borrower Name],
We are writing to inform you that we have not received your mortgage payment for the month of [Insert Month]. As of today, the payment is [Insert Number of Days] days overdue.
We understand that circumstances can arise that may affect timely payments. If you are experiencing difficulty, we encourage you to contact us as soon as possible to discuss your situation and explore potential solutions.
To avoid further penalties or impacts on your credit, please make your payment promptly. The total amount currently due is [Insert Amount].
Thank you for your attention to this matter. We look forward to your prompt response.
Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]