

# Outstanding Mortgage Payment Warning

Date: [Insert Date]

Recipient Name: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your mortgage payment for the account number [Insert Account Number] is currently outstanding. Our records indicate that the payment due on [Insert Due Date] has not been received.

As per the terms of your mortgage agreement, it is imperative to keep your payments up-to-date to avoid potential penalties or foreclosure proceedings. Please remit the outstanding payment of [Insert Amount] by [Insert New Due Date] to avoid any further actions.

If you have already submitted your payment, please disregard this notice. Otherwise, if you are facing financial difficulties, we encourage you to contact us immediately to discuss possible solutions.

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]