

# Overdue Mortgage Payment Reminder

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a reminder that your mortgage payment for the account number [Account Number] is currently overdue. As of today, the payment originally due on [Due Date] remains unpaid, and the outstanding balance is [Amount].

Please be advised that late fees may be applied if the payment is not received by [Final Deadline]. We encourage you to contact us at [Contact Information] to discuss your options or if you have already sent the payment.

Thank you for your attention to this matter. We look forward to resolving this issue promptly.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Contact Information]