

Missed Payment Notice

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to inform you that we have not received your loan payment that was due on [Insert Due Date].

Your current outstanding balance is [Insert Amount]. As a valued customer, we want to work with you to resolve this matter promptly.

Please contact us at your earliest convenience to discuss your payment options. We understand that unforeseen circumstances can occur, and we are here to help you navigate this situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]