

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about a missed payment for my account ([Your Account Number]) that was due on [Due Date].

As of today, I have not received any notification regarding this matter. I would appreciate it if you could provide details about the payment status and any necessary steps I should take to resolve this issue. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]