

Date: [Date]

[Customer Name]

[Address Line 1]

[Address Line 2]

[City, Postcode]

Subject: URGENT - Notice of Missed Payment

Dear [Customer Name],

We are writing to inform you that we have not received the scheduled payment for your premium finance agreement, which was due on [Due Date].

Account Details:

- Agreement Number: [Agreement Number]
- Missed Amount: [Amount]
- Late Fee (if applicable): [Fee Amount]
- **Total Outstanding: [Total Amount]**

To ensure your insurance coverage remains active, please make this payment immediately. You can pay by [Insert Payment Method, e.g., calling our payment line or via our website].

Please be aware that failure to clear this balance by [Deadline Date] may result in the following actions:

- Cancellation of your premium finance agreement.
- Notification to your insurance provider, which may lead to the cancellation of your insurance policy.
- Additional late payment charges.
- Potential impact on your credit rating.

If you have already made this payment in the last 24 hours, please disregard this letter.

If you are experiencing financial difficulties, please contact us as soon as possible at [Phone Number] so we can discuss available options with you.

Yours sincerely,

[Name/Department]

[Company Name]