

Notification of Delay in Loan Repayment

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Loan Account Number: [Loan Account Number]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to inform you that we have not yet received your loan repayment, which was due on [Insert Due Date]. We understand that unforeseen circumstances can occur, and we would like to discuss your current situation.

Please contact us at your earliest convenience to discuss your repayment options. We are here to assist you in any way we can.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]