

# Unpaid Loan History Notification

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To:

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Subject: Notification of Unpaid Loan

Dear [Borrower's Name],

This letter is to inform you that as of [current date], your loan with reference number [Loan Reference Number] remains unpaid. Below is a summary of the loan details:

Loan Amount	Loan Date	Due Date	Amount Due	Status
[Loan Amount]	[Loan Date]	[Due Date]	[Amount Due]	Unpaid

Please be advised that failure to settle this loan may result in legal action as permitted under [Applicable Law/Regulation]. We urge you to contact us immediately to discuss your options and avoid further complications.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Company Name, if applicable]