

Overdue Payment Reminder

Date: [Insert Date]

Dear [Borrower's Name],

This is a friendly reminder that your payment for the personal loan taken on [Loan Date] is now overdue. The amount due is [Amount] and was originally due on [Due Date].

Please make the payment at your earliest convenience to avoid any late fees. If you have already made the payment, please disregard this notice.

If you are facing any issues or require assistance regarding this payment, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]