

Debt Notification Letter

Date: [Insert Date]

To:

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are writing to inform you that your loan, account number [Account Number], is currently in default, as the payment due on [Due Date] has not been received.

The total outstanding balance is [Amount Owed]. Please note that interest may continue to accrue on this amount.

We encourage you to contact us at your earliest convenience to discuss your account and explore potential repayment options.

You can reach us at [Contact Number] or via email at [Contact Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]