

# Debt Notification Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that your account with us has an outstanding balance of [Amount Due] as of [Date]. This balance is related to the personal loan you obtained on [Loan Date].

The details of the loan are as follows:

- Loan Amount: [Initial Loan Amount]
- Outstanding Balance: [Amount Due]
- Due Date: [Next Payment Due Date]
- Interest Rate: [Interest Rate]%

Please be advised that failure to settle this debt may result in further action, including but not limited to, collection procedures. We urge you to make your payment by the specified due date or contact us to discuss payment options.

You can reach us at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]