

Initial Debt Notification

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Subject: Notification of Unpaid Loan

Dear [Borrower's Name],

We hope this message finds you well. We are reaching out to inform you that as of [Insert Date], your loan account numbered [Insert Loan Account Number] with us shows an outstanding balance of [Insert Amount Due]. This amount remains unpaid as of today's date.

Please be advised that it is crucial to address this matter promptly to avoid further action or additional fees. We request that you remit payment by [Insert Due Date] to prevent any disruption of services or negative impact on your credit profile.

If you have already made arrangements for this payment, please disregard this notice. Otherwise, we urge you to contact us at [Insert Contact Information] to discuss your account or possible payment options.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]