

# Important Loan Repayment Information

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to remind you of the upcoming repayment schedule for your loan with us.

## Loan Details:

Loan Amount: \$[Loan Amount]

Loan Number: [Loan Number]

Interest Rate: [Interest Rate] %

Next Payment Due Date: [Due Date]

Amount Due: \$[Amount Due]

Please ensure that your payment is made by the due date to avoid any late fees. If you have any questions or need assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]