

Loan Payment Due Reminder

Dear [Borrower's Name],

This is a friendly reminder that your loan payment is due on [Due Date]. The amount due is [Amount]. Please ensure that the payment is made by the due date to avoid any late fees.

If you have already made the payment, please disregard this notice. For any questions or concerns, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]