

Loan Repayment Deadline Reminder

Dear [Borrower's Name],

We hope this message finds you well. This is a friendly reminder that your upcoming loan repayment is due on **[Due Date]**.

Details of the loan:

- Loan Amount: [Loan Amount]
- Due Date: [Due Date]
- Outstanding Balance: [Outstanding Balance]

Please ensure that your payment is made on or before the due date to avoid any late fees.

If you have any questions or require assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]