

Outstanding Loan Payment Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that your loan payment due on [Insert Due Date] remains unpaid. According to our records, the outstanding amount is [Insert Amount].

We understand that circumstances can sometimes lead to delays in payment. However, it is important to resolve this matter promptly to avoid any further penalties or actions.

Please make the necessary payment by [Insert New Due Date] to avoid additional charges. You can make your payment through [Insert Payment Methods].

If you have already made the payment or have any questions regarding your account, please contact us at your earliest convenience.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]