

# Loan Default Reminder

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. This is a reminder that your loan payment due on [Insert Due Date] has not been received. As of today, the total amount outstanding is [Insert Amount].

Please make the payment as soon as possible to avoid late fees and further action.

If you are experiencing financial difficulties, please contact us immediately to discuss possible options.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]