

Loan Payment Reminder

Dear [Borrower's Name],

This is a friendly reminder that your loan payment of [Amount] is due on [Due Date].

Please ensure that the payment is made by the due date to avoid any late fees or penalties.

If you have already made the payment, please disregard this notice.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]