

Overdue Loan Notification

Date: [Insert Date]

Dear [Borrower's Name],

This is a formal notification regarding your overdue loan with us. As of today, your loan originally due on [Due Date] has not yet been repaid.

Loan Amount: [Loan Amount]

Outstanding Balance: [Outstanding Balance]

We kindly request you to make the payment at your earliest convenience to avoid any further penalties or actions. If you have already made the payment, please disregard this notice.

If you are facing difficulties, please contact us to discuss possible solutions.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]