

# Delinquent Loan Payment Notice

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

We are writing to inform you that your loan payment for account number [Insert Account Number] is currently overdue. Our records indicate that the payment due on [Insert Due Date] has not been received.

As of today, the total amount due is [Insert Amount]. Please arrange for payment at your earliest convenience to avoid further penalties or negative impacts on your credit score.

If you have already made this payment, please disregard this notice. Otherwise, we urge you to contact us to discuss your payment options if you are facing financial difficulties.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]