

# Loan Payment Follow-Up

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. This is a friendly reminder that your loan payment which was due on [Insert Due Date] has not yet been received.

We understand that circumstances can arise that may prevent timely payment, and we are here to assist you. Please reach out to us if you are experiencing difficulties or if you have already sent your payment and it has not been processed.

If you have any questions, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]