

# Loan Account Overdue Reminder

Date: [Insert Date]

To,

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are writing to remind you that your loan account, bearing the number [Loan Account Number], is currently overdue. The payment that was due on [Due Date] has not yet been received. As of today, your outstanding balance is [Outstanding Balance].

Please ensure that the payment is made at your earliest convenience to avoid any late fees or further actions. If you have already made the payment or if you need to discuss your account, please contact us at [Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Lender's Name]

[Lender's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]