

# Outstanding Loan Repayment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request the repayment of my outstanding loan amounting to [Insert Amount] that was taken on [Insert Date of Loan]. The due date for this repayment was [Insert Due Date], and I understand that it is now overdue.

As per our agreement, I would like to propose a repayment plan that accommodates both parties. Please let me know if we can set up a meeting to discuss this matter further and explore possible options.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]