

Overdue Loan Obligation Notice

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

This letter serves as a formal notice regarding the overdue loan obligation associated with your account, which was due on [Insert Due Date]. As of today, the outstanding amount is [Insert Amount].

We request you to make the necessary payment at your earliest convenience to avoid any further penalties or actions. Please contact our office if you have any questions or need to discuss your repayment terms.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]