

# Overdue Loan Payment Notification

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to inform you that your loan payment due on [Insert Due Date] has not been received. As of today, your loan account number [Insert Account Number] shows an overdue balance of [Insert Amount].

Please be advised that timely payments are crucial to maintaining your account in good standing. We kindly ask you to make the overdue payment by [Insert New Due Date] to avoid any late fees or further action.

If you have already made this payment, please disregard this notice. Otherwise, we encourage you to contact us at [Insert Contact Information] if you have any questions or need assistance with your account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]