

Important: Overdue Loan Payment Notice

Date: [Insert Date]

Dear [Borrower's Name],

We are writing to inform you that your loan payment due on [Due Date] has not been received. The outstanding amount is [Amount].

Please take immediate action to settle your overdue payment to avoid additional late fees or adverse effects on your credit score.

If you have already made this payment, please disregard this notice. Otherwise, we encourage you to make the payment by [New Due Date] to avoid further penalties.

Should you have any questions or require assistance, please do not hesitate to contact us at [Contact Information].

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]