

# Delinquent Loan Notice

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

We are writing to inform you that your loan account with us, under account number [Account Number], is currently in delinquent status. As of [Date], the total amount due is [Amount Due].

Please be advised that immediate action is required to bring your account current. Failure to address this matter may result in additional penalties and fees.

To avoid further complications, we encourage you to contact us at your earliest convenience to discuss your payment options. You can reach us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]