

Loan Default Alert

Date: [Insert Date]

To,

[Borrower's Name]

[Borrower's Address]

Subject: Notice of Loan Default

Dear [Borrower's Name],

We hope this message finds you well. This letter serves as a formal notification regarding your current loan account with us, account number [Insert Account Number]. As of today's date, we have not received your scheduled payment that was due on [Insert Due Date].

As per the terms of the loan agreement, failure to make timely payments may lead to serious actions, including late fees, negative impact on your credit score, and possible legal actions.

We urge you to contact us immediately at [Insert Contact Information] to discuss your account and any potential arrangements to bring your loan current.

Your prompt attention to this matter is crucial and appreciated.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]