

Outstanding Loan Warning

Date: [Insert Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

We are writing to inform you that your loan with us, account number [Account Number], has an outstanding balance of [Amount Owed]. As of today, the payment due date has passed, and we have not yet received your scheduled payment.

It is crucial to address this matter promptly to avoid any additional late fees or adverse effects on your credit score. Please contact us at [Contact Number] or [Email Address] to discuss your account and make a payment arrangement.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]