

Overdue Loan Reminder

Date: [Insert Date]

Dear [Borrower's Name],

This is a friendly reminder that your loan payment originally due on [Due Date] is now overdue. The total amount outstanding is [Amount].

Please make the payment at your earliest convenience to avoid any additional fees.

If you have already made your payment, please disregard this notice. Otherwise, please contact us if you need assistance with your payment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Contact Information]