

Past-Due Loan Reminder

Dear [Borrower's Name],

We hope this message finds you well. This is a reminder that your loan payment of **#[Amount]**, which was due on **[Due Date]**, has not yet been received.

Please arrange for payment as soon as possible to avoid any late fees or negative impact on your credit score. If you are experiencing financial difficulties, please reach out to us to discuss possible options.

We appreciate your attention to this matter and look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]