

Delayed Loan Payment Notification

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

Subject: Notification of Delayed Loan Payment

Dear [Borrower's Name],

We hope this message finds you well. We are writing to inform you that we have not yet received your scheduled loan payment due on [Insert Due Date]. The total amount due is [Insert Amount].

We understand that circumstances may arise that can make timely payments difficult. If you are facing challenges in making your payment, we encourage you to reach out to us as soon as possible to discuss your options.

Please make the payment by [Insert New Due Date] to avoid any late fees or penalties. If you have already sent your payment, please disregard this notice.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]