

Loan Due Date Reminder

Dear [Borrower's Name],

We hope this message finds you well. This is a friendly reminder that your loan payment of [Amount] is due on [Due Date]. Please ensure that the payment is made by this date to avoid any late fees or penalties.

If you have already made the payment, please disregard this reminder. Should you have any questions or need assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]