

Loan Term End Announcement

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to inform you that the term for your loan with us will be concluding on [Insert Loan End Date].

Please take note of the following important details:

- Loan Account Number: [Insert Account Number]
- Total Amount Due: [Insert Amount]
- Final Payment Due Date: [Insert Final Payment Date]

We appreciate your prompt attention to this matter. If you have any questions or require additional information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for choosing [Your Company Name] as your financial partner.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]