

# Outstanding Loan Balance Notice

Date: [Insert Date]

To,

[Borrower's Name]  
[Borrower's Address]  
[City, State, Zip Code]

Dear [Borrower's Name],

This letter is to inform you that your outstanding loan balance as of [Insert Date] is [Insert Amount]. Please review your account details below:

**Loan Account Number:** [Insert Account Number]

**Loan Type:** [Insert Loan Type]

**Outstanding Balance:** [Insert Amount]

**Due Date:** [Insert Due Date]

Please note that it is important to address this matter promptly to avoid any late fees or negative impact on your credit report. We encourage you to make a payment as soon as possible.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]