

Follow-Up on Outstanding Principal Balance

Date: [Insert Date]

Recipient Name
Recipient Address
City, State, Zip Code

Dear [Recipient Name],

We hope this message finds you well. We are writing to follow up on your outstanding principal balance of [Insert Amount] for the loan/account number [Insert Loan/Account Number].

As of [Insert Date], we have not yet received payment. We understand that oversights can happen, and we want to ensure that you are aware of this outstanding balance.

Please contact us at your earliest convenience to discuss this matter. Our team is here to assist you and explore payment arrangements if needed.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]