

# Notification of Delayed Loan Payment

Date: [Insert Date]

Dear [Borrower's Name],

We are writing to inform you that your loan payment initially due on [Insert Due Date] has not yet been received. As of today, the outstanding amount is [Insert Amount].

Please be reminded that timely payments are crucial to maintaining your account in good standing. To avoid any penalties or further complications, we kindly request that you make the payment at your earliest convenience.

If you are experiencing any difficulties that may affect your ability to make payments, please do not hesitate to contact us at [Insert Contact Information]. We are here to assist you in any way we can.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]