

Delinquency Notice

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

Account Number: [Insert Account Number]

Dear [Borrower's Name],

We are writing to inform you that your loan account with us has become delinquent. As of [Insert Date], your account is [Insert Number] days past due, and the outstanding amount is [Insert Amount].

We understand that circumstances may arise that can affect timely payments. Please contact us at [Insert Contact Number] or [Insert Email Address] to discuss your account options and to avoid further penalties.

It is important to address this matter promptly to prevent any negative impact on your credit rating.

Thank you for your attention to this serious matter.

Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Company Phone Number]