

Inquiry Regarding Past Due Employee Loan Accounts

Date: [Insert Date]

To: [HR Manager/Loan Officer Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager/Loan Officer Name],

I hope this message finds you well. I am writing to inquire about the employee loan policy as it pertains to past due accounts. I would like to understand the procedures and potential consequences for accounts that have fallen behind on repayments.

Specifically, I have some questions regarding the following:

- The grace period for overdue payments.
- Penalties or fees associated with late payments.
- Opportunities for restructuring or adjusting repayment plans.
- The impact of past due accounts on my employment status and record.

Thank you for your attention to this matter. I appreciate your guidance and support in navigating the employee loan process.

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]

[Your Contact Information]