

Final Loan Repayment Notification

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

We are writing to inform you that your final loan repayment is due on [Insert Due Date]. According to our records, the outstanding balance on your loan account [Insert Loan Account Number] is [Insert Amount].

Please ensure that the payment is made by the due date to avoid any late fees or penalties. You can make the payment through [Insert Payment Methods].

If you have any questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]