

Delinquent Loan Account Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to inform you that your loan account with account number [Account Number] is currently delinquent. As of today, the outstanding balance is [Outstanding Balance].

Please be advised that immediate action is required to avoid further penalties or actions on your account. We kindly request that you remit payment for the outstanding balance by [Due Date].

If you have already made this payment or believe this notice is in error, please contact us immediately at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]