

Loan Default Notice

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

Dear [Borrower's Name],

We are writing to inform you that your loan account, #[Loan Account Number], is currently in default. As of today, the total amount due is [Total Amount Due].

You have failed to make the required payments for the months of [List Months in Default]. Please note that this situation could lead to further actions, including but not limited to, reporting to credit bureaus or legal proceedings.

We urge you to contact us immediately to discuss this matter and to explore options available to bring your account back into good standing.

Thank you for your immediate attention to this serious matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]