

# Loan Repayment Failure Notification

Date: [Insert Date]

Dear [Borrower's Name],

We hope this message finds you well. We are writing to inform you that we have not received your loan repayment for the due date of [Insert Due Date]. As of today, your outstanding balance is [Insert Amount].

We understand that unforeseen circumstances can occur. If you are experiencing difficulties, please reach out to us to discuss your situation. We are here to assist you in any way we can.

Please arrange for payment at your earliest convenience to avoid any additional fees or negative impact on your credit report.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]