

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip]

[Email]

[Phone Number]

[Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip]

Dear [Borrower's Name],

This letter is to inform you that your loan payment, originally due on [Due Date], remains unpaid. As of today, the overdue amount is [Amount].

Please arrange payment by [New Due Date] to avoid any additional penalties or actions. If you have already sent your payment, please disregard this notice.

If you are experiencing difficulties, I encourage you to contact us to discuss your options.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]