

Loan Notification

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

Dear [Borrower's Name],

We hope this message finds you well. This letter serves as a reminder that your loan payment due on [Insert Due Date] has not been received. The amount due is [Insert Amount].

We understand that unforeseen circumstances may arise, and we encourage you to reach out to us to discuss your account. Please contact us at [Insert Contact Information] to address any questions or concerns you may have.

We appreciate your prompt attention to this matter. If payment is not received by [Insert Final Date], additional actions may be taken in accordance with the terms of your loan agreement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Contact Information]