

# Urgent Loan Default Warning

Date: [Insert Date]

To: [Borrower's Name]

Address: [Borrower's Address]

Dear [Borrower's Name],

This letter serves as a formal warning regarding your overdue loan repayment for loan account number [Loan Account Number], which was due on [Due Date]. As of today, your payment is [Number of Days Late] days late, totaling an outstanding balance of [Amount Due].

Please be advised that failure to remit this payment immediately may result in further actions, including additional fees, legal proceedings, or damage to your credit score. We strongly encourage you to contact us to discuss your account and explore options available to you.

It is crucial that you address this matter as soon as possible. Please make your payment by [Final Deadline Date] to avoid any further consequences.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]

[Company Email Address]