

Date:

To,

Name:

Address:

Subject: Personal Loan Repayment Demand Letter

Dear

This letter serves as a formal demand for the repayment of the personal loan given to you on by the undersigned for the amount of . As per our agreement, the repayment was due on .

As of today, the outstanding amount remains unpaid. You are hereby requested to make full repayment of the amount of within days from the date of this letter.

Kindly treat this as a matter of urgency to avoid any further action.

Sincerely,

Name:

Address:

Contact Information: