

Date:

To,

Subject: Late Loan Repayment Demand Letter

Dear ,

This letter is to formally notify you that your loan repayment for the amount of dated has not been received according to the agreed-upon payment schedule. As per our records, the payment was due on .

Please arrange to remit the overdue amount of immediately to avoid any further actions and additional charges.

If payment has already been made, kindly disregard this letter. Otherwise, we request you to settle the outstanding balance no later than .

Should you have questions or require clarification, please contact us at .

Sincerely,