

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Borrower's Name]
[Borrower's Address]
[City, State, Zip Code]

Subject: Demand for Repayment of Personal Loan

Dear [Borrower's Name],

I hope this letter finds you well. I am writing to formally request the immediate repayment of the personal loan issued to you on [Loan Date], in the amount of [Loan Amount]. As per our agreement, the loan was to be repaid by [Due Date], and despite my previous reminders, the amount remains outstanding.

Details of the loan:

- Loan Amount: [Loan Amount]
- Loan Date: [Loan Date]
- Due Date: [Due Date]
- Amount Currently Due: [Total Amount Due]

I kindly ask that you remit payment in full by [Final Payment Deadline, e.g., 10 days from the date of this letter]. Failure to do so may result in additional actions to recover the debt, including legal proceedings. Please make the payment directly to my bank account [Bank Details] or contact me at [Your Phone Number/Email Address] to discuss any alternative repayment arrangements.

I hope to resolve this matter amicably and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title, if applicable]