

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

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

Subject: Demand for Loan Repayment

Dear [Debtor's Name],

I hope this letter finds you well. I am writing to formally remind you of the outstanding loan amount of [Loan Amount] that was due on [Due Date]. As of today, the total amount owed, including any applicable interest or fees, is [Total Amount Due].

I kindly request that you remit the payment in full by [Final Payment Date]. Failure to make the payment by this date may result in further action, which could include legal proceedings or other collection measures.

Please contact me at your earliest convenience to discuss this matter or to request any additional time you may need to fulfill this obligation. I appreciate your prompt attention to this issue.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]