

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, Province, Postal Code]
Subject: Demand for Payment - Personal Loan
Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the outstanding balance on the personal loan I provided to you on [Loan Date], totaling [Loan Amount]. As of today's date, the total amount due is [Total Amount Due], which includes [any applicable interest or fees].

According to our agreement, the repayment was to commence on [Repayment Start Date] and was to be completed by [End Date]. However, I have not yet received the payments due for [specify missed payments or duration]. Please remit the full payment by [Specify Deadline, e.g., within 14 days from the date of this letter]. Failure to make payment could result in further actions, including but not limited to, pursuing legal remedies. I hope to resolve this matter amicably and appreciate your prompt attention to this issue. Please contact me at [Your Phone Number] or [Your Email Address] if you wish to discuss this matter further.

Thank you for your cooperation.

Sincerely,

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