

[Your Name]
[Your Address]
[City, Province, Postal Code]
[Email Address]
[Phone Number]
[Date]

[Borrower's Name]
[Borrower's Address]
[City, Province, Postal Code]

Dear [Borrower's Name],

Re: Demand for Payment of Unpaid Loan

I hope this letter finds you well. I am writing to formally demand payment for the outstanding loan amounting to [Loan Amount] that was due on [Due Date]. Despite previous reminders, this amount remains unpaid. The details of the loan agreement are as follows:

- Loan Amount: [Loan Amount]
- Loan Date: [Date of Loan Agreement]
- Due Date: [Due Date]
- Payment Method: [Specify Payment Method]

As per our agreement, you were required to make the payment by the specified due date, and as of today, this payment remains overdue. Please consider this letter as a final notice for the outstanding amount, which must be paid in full by [Final Payment Date, typically 10-14 days from the date of this letter].

Failure to remit payment by the aforementioned date may compel me to pursue legal action to recover the debt, which may include additional costs and fees.

I hope we can resolve this matter amicably. Please contact me at your earliest convenience to discuss this situation further.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]