

[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 Overdue Loan Payments

Dear [Borrower's Name],

I hope this letter finds you well. I am writing to formally request payment for the overdue loan amount of [insert amount] that was due on [insert due date]. As of today, the total outstanding balance, including any applicable interest and fees, is [insert total balance].

As per our agreement dated [insert agreement date], payments were to be made monthly, and I have not received your payment for [insert number of missed payments] months. According to the terms of the loan, failure to make timely payments may lead to additional fees and penalties.

I kindly urge you to remit the overdue amount by [insert deadline date, e.g., within 14 days] to avoid any further action. Payment can be made via [insert payment methods, e.g., check, bank transfer].

If you are experiencing financial difficulties, please reach out to me as soon as possible so we can discuss potential alternatives or a repayment plan.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

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