

[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 Defaulted Personal Loan

Dear [Borrower's Name],

I hope this letter finds you well. I am writing to address an important matter regarding the personal loan that I extended to you on [Loan Date] for the total amount of [Loan Amount]. As per our agreement, the total amount was to be repaid in installments over a period of [Loan Term]. As of today, [Date], I have yet to receive your payment for the past due amount of [Past Due Amount], which was due on [Due Date]. Despite previous reminders, this payment remains outstanding, and you are now in default of the loan agreement.

Please be advised that this is a formal demand for payment. I request that you remit the total amount due of [Total Amount Due] by [Demand Deadline Date, typically 14-30 days from the date of this letter]. Failure to make this payment could result in further actions, including but not limited to, legal proceedings to recover the amount owed.

Please do not hesitate to reach out if you wish to discuss repayment options or negotiate a resolution to this matter.

Thank you for your immediate attention to this serious issue.

Sincerely,

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