

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

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

Dear [Borrower's Name],

RE: Demand for Repayment of Personal Loan

I hope this letter finds you well. I am writing to formally request the repayment of the personal loan I provided to you on [Loan Date], in the amount of [Loan Amount]. As per our agreement, the loan was to be repaid by [Due Date], and as of today, the amount remains outstanding.

As of [Current Date], the total amount due, including any accrued interest, is [Total Amount Due]. I kindly ask that you make the necessary payment by [Final Deadline Date]. Payment can be made via [Payment Method/Instructions].

Please understand that if I do not receive payment by the deadline mentioned above, I may have to consider further actions to recover the owed amount.

I hope we can resolve this matter amicably. Thank you for your attention to this important issue, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]