

Formal Loan Collection Letter

Subject: Reminder of Loan Repayment

Dear [Recipient's Name],

This letter serves as a formal reminder regarding the outstanding loan amount of [amount] that remains unpaid as of [date]. As per the loan agreement signed on [agreement date], the repayment was due on [due date]. Unfortunately, we have not yet received the payment.

We kindly request that the outstanding balance be cleared within [number of days, e.g., 14 days] of receiving this letter. Failure to make the payment within this timeframe may result in additional penalties and legal actions as outlined in the contract.

Please treat this matter with urgency to avoid further inconvenience. If you have already made the payment, kindly disregard this letter. Should you face financial difficulties, we encourage you to contact our office immediately to discuss possible arrangements.

Sincerely,

[Your Name]

[Your Position]

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