

Urgent Loan Recovery Letter

Subject: Urgent Payment Required

Dear [Recipient's Name],

This is to notify you that your loan account with us has been overdue for [number of months].
Despite previous reminders, we have not received payment for the outstanding amount of [amount].

We request immediate settlement within [7 days] to avoid escalation. Failure to comply will leave us with no option but to pursue legal proceedings and report this default to credit authorities.

Please take this final opportunity to settle your dues without delay.

Regards,

[Your Name]

[Your Position]

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