

[Company Name]
[Lender Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Borrower Name]
[Borrower Business Name]
[Borrower Address]
[City, State, Zip Code]

RE: Notice of Past Due Payment - Loan Account #[Account Number]

Dear [Borrower Contact Name],

This letter is to inform you that we have not received the scheduled payment for your commercial loan account referenced above, which was due on [Due Date].

As of the date of this letter, your account is past due in the amount of \$[Amount Due]. This balance includes:

- Principal and Interest: \$[Amount]
- Late Fees: \$[Amount]
- Total Outstanding: \$[Total Amount]

Please remit the total outstanding balance immediately to bring your account current. You may make a payment through [Payment Method/Online Portal] or by mailing a check to the address listed above.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties or anticipate delays in future payments, please contact your account officer at [Phone Number] or [Email Address] to discuss your situation.

Maintaining timely payments is essential to fulfill your contractual obligations and to protect your business credit standing.

Sincerely,

[Sender Name]
[Title]
[Department Name]