

[Date]

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

Subject: FIRST WARNING - NOTICE OF LOAN DEFAULT

Dear [Borrower Name],

This letter serves as a formal notification that your loan account [Loan Account Number] is currently in default. According to our records, your payment due on [Payment Due Date] in the amount of \$[Amount Due] has not been received.

As of the date of this letter, your total outstanding overdue balance is \$[Total Overdue Amount], which includes late fees of \$[Late Fee Amount].

Please remit the full overdue amount immediately to bring your account back into good standing. Failure to resolve this matter by [Deadline Date] may result in further actions, including:

- Reporting of this delinquency to national credit bureaus.
- Additional late penalties and interest charges.
- Formal legal proceedings to recover the debt.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our collections department at [Phone Number] or [Email Address] to discuss potential payment arrangements.

We look forward to your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]
[Contact Information]