

Date: [Insert Date]

TO:

[Borrower's Full Name]

[Borrower's Address]

[City, State, Zip Code]

FROM:

[Lender's Full Name]

[Lender's Address]

[City, State, Zip Code]

[Phone Number]

RE: FORMAL DEMAND FOR REPAYMENT OF UNSECURED LOAN

Dear [Borrower's Name],

This letter serves as a formal demand for the immediate repayment of the outstanding loan balance owed to me. On [Date of Loan], you entered into an agreement to borrow the principal sum of \$[Original Loan Amount].

As of the date of this letter, the total amount due is \$[Total Amount Due], which includes the remaining principal of \$[Principal Amount] and accrued interest of \$[Interest Amount, if applicable].

According to our agreement, payment was due on [Original Due Date]. Your account is now [Number] days past due. Despite previous informal reminders, I have not yet received the payment.

Please remit the full amount of \$[Total Amount Due] by [Deadline Date, e.g., 10 days from receipt] via [Payment Method, e.g., Certified Check, Wire Transfer].

If payment is not received by the aforementioned date, I will be forced to pursue further legal action to recover the debt, which may include filing a lawsuit in small claims court. This may result in additional costs for which you will be held responsible, including court fees and legal expenses.

Please govern yourself accordingly.

Sincerely,

[Signature]

[Lender's Printed Name]