

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]

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

**Subject: SECOND REMINDER: NOTICE OF OVERDUE PAYMENT - Loan Account
No: [Account Number]**

Dear [Borrower Name],

We are writing to follow up on our previous notice dated [Date of First Reminder] regarding the outstanding balance on your loan account. As of today, our records indicate that your account remains in arrears.

Account Summary:

- Current Amount Overdue: [Amount]
- Late Penalties/Fees: [Amount]
- Total Outstanding Balance: [Total Amount]
- Original Payment Due Date: [Date]

We understand that financial difficulties can arise. However, it is vital that you contact us immediately to settle this payment or to discuss a repayment plan. Continued failure to make payments may result in this account being classified as a non-performing loan, which will negatively impact your credit rating and may lead to further legal action or the involvement of a collection agency.

Please remit the total amount overdue by [Deadline Date] via [Payment Method]. If you have already made this payment, please disregard this letter and provide us with the proof of payment for our records.

If you have any questions or wish to discuss repayment options, please contact our collections department at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Department Name]
[Your Title]
[Your Company Name]