

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: NOTICE OF DELINQUENT LOAN ACCOUNT

Account Number: [Loan Account Number]

Dear [Borrower Name],

This letter is to formally notify you that your loan account referenced above is currently delinquent. According to our records, your payment due on [Payment Due Date] in the amount of \$[Amount Due] has not been received.

As of [Current Date], your account is [Number of Days] days past due. To bring your account back to good standing, please submit a total payment of \$[Total Amount Including Fees] by [Required Payment Date]. This total includes the original payment amount plus a late fee of \$[Late Fee Amount].

Please remit your payment through one of the following methods:

- Online via our web portal
- By phone at [Phone Number]
- By mail to [Payment Address]

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

Failure to address this delinquency may result in further actions, including reporting to credit bureaus or legal proceedings as outlined in your loan agreement.

Sincerely,

[Your Name/Department]

[Company Name]

[Contact Information]