

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

[Date]

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

RE: FINAL NOTICE - PAST DUE LOAN PAYMENT

Loan Number: [Loan Reference Number]
Total Amount Overdue: \$[Amount]
Days Past Due: [Number] Days

Dear [Borrower Name],

This is a formal final notice regarding your outstanding loan payment. Despite our previous attempts to contact you, we have not received the required payment for the period ending [Date].

Your account is now seriously delinquent. To avoid further action, please submit the total amount of \$[Amount], which includes late fees of \$[Fee Amount], by [Deadline Date].

Failure to settle this debt immediately may result in the following actions:

- Reporting your delinquency to national credit bureaus, which will negatively impact your credit score.
- Referral of your account to an external collection agency.
- Legal action to recover the full balance of the loan.
- Acceleration of the loan, making the entire balance due immediately.

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.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company Name]