

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

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

RE: NOTICE OF EXPIRED GRACE PERIOD AND LATE LOAN PAYMENT

Account Number: [Loan Account Number]
Payment Due Date: [Original Due Date]
Grace Period End Date: [Date Grace Period Expired]

Dear [Borrower Name],

This letter is to formally notify you that the grace period for your loan payment due on [Original Due Date] has expired. As of today, we have not received your payment.

Because the grace period has ended, the following charges and actions have been applied to your account:

- Past Due Amount: \$[Amount]
- Late Fee: \$[Amount]
- **Total Amount Now Due: \$[Total Amount]**

Please submit the total amount due immediately to bring your account back to current status. You can make a payment via [Payment Method: Online Portal/Phone/Mail].

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact us at [Phone Number] as soon as possible to discuss available repayment options.

Failure to resolve this delinquency may result in further late fees, negative reporting to credit bureaus, or further collection actions as outlined in your loan agreement.

Sincerely,

[Your Name/Signature]
[Your Title]