

Date: [Insert Date]

To:

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Subject: FINAL WARNING: Persistent Late Loan Repayments

Dear [Borrower Name],

This letter serves as a formal warning regarding your persistent failure to make timely repayments on your loan, account number [Account Number].

Our records indicate that your payments have been received after the due date for the following periods:

- [Month/Year] - [Number of days late]
- [Month/Year] - [Number of days late]
- [Month/Year] - [Number of days late]

Currently, your account shows an overdue balance of \$[Amount] which was due on [Due Date].

Please be advised that consistent late payments are a breach of your loan agreement. This behavior may result in the following actions:

- Additional late payment fees and penalty interest.
- Reporting of your payment delinquency to credit bureaus, which will negatively impact your credit score.
- The full acceleration of the loan, making the entire balance due immediately.
- Legal action to recover the outstanding debt.

We require you to remit the outstanding balance of \$[Amount] by [Deadline Date]. Additionally, we expect all future monthly installments to be paid on or before the [Day] of each month as per your contract.

If you are experiencing financial difficulties, please contact our collections department at [Phone Number] immediately to discuss potential payment arrangements.

Please disregard this notice if payment has already been made.

Sincerely,

[Your Name/Department Name]

[Company Name]

[Contact Information]