

Date: [Insert Date]

Recipient Name: [Insert Borrower Name]

Address: [Insert Address]

Account Number: [Insert Account Number]

Loan Reference: [Insert Loan ID]

SUBJECT: URGENT NOTICE: IMPENDING ACCOUNT FREEZE DUE TO LOAN DEFAULT

Dear [Insert Borrower Name],

This letter serves as a formal warning regarding your outstanding loan balance with [Insert Institution Name]. Our records indicate that your account is currently [Insert Number] days past due, with a total overdue amount of [Insert Currency/Amount].

Despite previous notifications, we have not received the required payment. Please be advised that if the total overdue amount is not settled by [Insert Deadline Date], we will initiate a **temporary freeze** on your linked accounts.

An account freeze will result in the following:

- Inability to withdraw or transfer funds.
- Suspension of debit card usage.
- Rejection of scheduled automated payments and checks.

To prevent this action and the reporting of this default to credit bureaus, please remit payment immediately via [Insert Payment Method] or contact our Collections Department at [Insert Phone Number] to discuss a repayment plan.

If you have already made this payment, please disregard this notice and provide us with the transaction receipt for our records.

Sincerely,

[Insert Sender Name]

[Insert Title/Department]

[Insert Institution Name]