

Date: [Insert Date]

To:

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Loan Account Number: [Insert Account Number]

Overdue Amount: [Insert Amount]

Days Past Due: [Insert Number of Days]

Subject: URGENT: NOTICE OF OVERDUE PAYMENT AND PRE-DEFAULT WARNING

Dear [Borrower Name],

This letter is a formal notification regarding the outstanding balance on your personal loan. According to our records, your account is currently [Number] days past due. As of today, the total amount required to bring your account current is [Insert Currency and Amount].

We are contacting you because your account is now at risk of being classified as in "Default." If payment is not received by [Insert Deadline Date], we may take the following actions:

- Report the default to national credit bureaus, which may significantly lower your credit score.
- Terminate your loan agreement and demand immediate payment of the full remaining balance.
- Refer your account to an external debt collection agency.
- Initiate legal proceedings to recover the debt.

If you are experiencing financial hardship, please contact us immediately at [Insert Phone Number]. We may be able to discuss alternative repayment options or a temporary deferment plan to help you avoid default.

Please remit your payment immediately via [Insert Payment Method] or contact our collections department to confirm your payment status.

If you have already made this payment, please disregard this notice.

Sincerely,

[Your Name/Department]

[Lender Name]

[Contact Information]