

Date: _____

Dear _____:

This letter is being sent to you regarding outstanding funds that are owed to me in the amount of \$_____ (_____ dollars).

On _____, I gave you a loan in the amount of \$_____. Since then, interest has accrued on the loan making the amount of money you owe me \$_____. The reason I gave you this loan was the following:

I expected this loan to be paid back in full by _____. As it has not yet been paid back, I expect you to take prompt action to satisfy your financial obligations to me.

If payment is not made within the next 5 (five) days, I reserve the right to take any legal action necessary to recover the full amount without further notice to you. Please be advised this letter may be used as evidence regarding your failure to pay. I would appreciate your prompt and immediate attention to the matter.

If you wish to discuss this matter further, please provide a prompt written reply or reach out to me by telephone at following telephone number: _____.

Sincerely,
