Date:

To:

[Recipient Name]

Subject: Warning letter for outstanding payment

This is to remind you that as per our agreed upon terms, you were required to make a payment of [enter amount] by [enter date]. Despite sending a reminder just before the payment date, I have still not received the outstanding payment.

On [enter date] we mutually signed an agreement whereby, I lent you a sum of [enter amount]. As per our agreement, you were to make quarterly payments of amount [enter amount]. It seems there is a lapse from your side in keeping the terms of the agreement.

Please make the outstanding payment by [enter date], to avoid any late payment penalties. Your cooperation is highly appreciated.

Sincerely,

[NAME HERE]

[Title]