21-05-20XX

Mona Albert,  
21-H, Eden Street, Central Park  
Michigan, USA

Subject: Letter for outstanding payment

Dear Mona,

We are writing this letter to intimate you that we sent you several warning letters, but you did not respond to any of them. The reason behind writing those letters was that the amount you have borrowed from us is still outstanding which is worth $4000. We called you several times, but you were unavailable each time. Owing to this lack of communication and outstanding payment, we will be forced to take legal action against you.

Although we believe in mutual cooperation and it is very hard for us to take harsh steps like legal action. But sometimes, we have no other choice but to do all this due to customers’ behavior. This year, we have been flooded with outstanding payments from the customers like you and this situation has pushed us back to our own feet. A great number of outstanding payments has prompted us to take such bold steps.

You are again informed to submit a demand draft of worth $4000 against your outstanding payment within 15 days of receiving this letter or otherwise ready to face us in the court. Enclosed is an envelope with the stamped address for your convenience.

Regards,

Anderson

CEO Stars Microfinance Bank