21-05-20XX

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

Subject: Letter for outstanding payment

Dear Aliza,

We hereby remind you through this letter that you took a loan worth $5000 from our bank. The payment of this loan was to be made by 01-05-20XX through 36 installments. We regret to say that the payment of $2500 is still outstanding. We sent you a number of reminders before the last payment date. You did not respond to any of the notices. It was clearly indicated that your behavior was noncooperative.

We are giving you more time of 15 days in order to pay the outstanding amount failing which we will be prompted to take the following legal actions against you:

* Legal debt collection procedure will be initiated by our solicitor and in that case, you have to face legal proceedings in court.
* If the decision of court goes against you, we will publish in all renowned trade journals.

You are therefore suggested to pay the outstanding amount by the due date in order to avoid legal proceedings.

Regards,

Anderson.