Your Name

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

We are documenting this to inform you a serious matter unsettled from past seven months. We were acknowledged that you applied for $50,000 loans from the company a year ago. According to the terms you signed you were bound to pay it back within a specified period.

However, you are completely inactive in all these months and reviewing your file, we get to know that you are still in debt for this money. Moreover, the given period has been over, and you must clear the surcharge as well.

As a matter of consequence, we are suspending your account and want you to take serious note of this last warning and report to us any progress made in this regard.

Sincerely,

Your Name

Title