|  |
| --- |
| [Recipient Name]  [Title]  [Company]  [Recipient Street Address]  [Recipient City, ST Zip] |

This is to inform you that the deadline for your loan repayment to the company will expire in the next 10 days. You are advised to reimburse the borrowed amount within this period.

You received the said loan from the company on 16th November 2018. According to our policies and rules, the returned amount must include our 5% interest.

Failing to make the reimbursement on time may cause your next salary to be withheld. Therefore, you should clear your dues by the earliest.

Kindly contact the Accounts department for information about the exact amount to be repaid. You may email Mr. John Doe for further details.

Sincerely,

[Your Name]

Enclosure