

## **Letter to request a personal loan payment**

**[Your Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's Name],

I hope you and everybody else in your family are good. Dear [enter name], I am writing this letter to you in order to remind you that you had taken a loan of [enter amount] in [enter year/month] due to the financial crisis that you were facing at that time. You told that you'll repay the loan by [enter month-year]. I am glad to hear that you have started your own business and generating good revenues too. For that, all my good wishes are with you. However, I would like to request you the payment of the loan that I owe you. I am sure you're now financially enough stable to repay that. I'll be grateful to you if you do it at your earliest. Many thanks.

Sincerely,

**[Your Name]**

[Senders Title] -Optional-