

Ref. No. REF123 (System Generated Ref. No.)

Date: 2023-08-13

Name
and
Addresses
of the Borrower

Name : John Doe
Address : 123 Main St, City
Contact : johndoe@example.com

Notice

Subject : Notice of Overdue Payment Request for adjustment of unpaid installments against your Term Loan account no LOAN456 favoring.John Doe (Borrower's Name)

Dear Sir/Madam

We would like to draw your attention to the fact that an amount of BDT 5000 USD amount equivalent to 3 no of due. NOs. of monthly installments is required to be adjusted for regularization of your loan maintained with our City Branch as per sanction terms and re-payment schedule.

Present position of your account(s) is stated below for ready your reference :

Amount in BDT					
Sl. No	Nature of Facility	Limit (Principal/ Renewed/ Re-scheduled Amount)	Outstanding	Expiry	Cumulative Unpaid Installment's amount
1	Product 1	14514 USD	2117 USD	2023-05-04	3616 USD
2	Product 2	13352 USD	1011 USD	2023-09-27	2243 USD
3	Product 3	15443 USD	9852 USD	2023-02-15	830 USD
	Total:				

In view of the above, we request you to adjust the unpaid installments against your loan A/c for regularization of the same to avoid classification our mutual interest.

Thanking you.
Sincerely yours,
Loan Performance
Management Division
IFIC Bank PLC

N.B: This is a computer generated letter & does not require any