

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	7384 USD	8684 USD	2023-05-23	1934 USD
2	Product 2	10214 USD	7152 USD	2023-12-17	3600 USD
3	Product 3	19769 USD	3077 USD	2023-01-07	3056 USD
4	Product 4	18490 USD	5351 USD	2023-08-17	1051 USD
5	Product 5	3320 USD	5024 USD	2023-11-24	1670 USD

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