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Dear _____:

This letter is being sent to you regarding outstanding funds that are owed to me in the amount of $2 (two dollars).

On _____, I gave you a loan in the amount of $2. Since then, interest has accrued on the loan making the amount of money you owe me $2. The reason I gave you this loan was the following:

_____

I expected this loan to be paid back in full by _____. As it has not yet been paid back, I expect you to take prompt action to satisfy your financial obligations to me.

If payment is not made within the next 5 (five) days, I reserve the right to take any legal action necessary to recover the full amount without further notice to you. I would appreciate your prompt and immediate attention to the matter.

If you wish to discuss this matter further, please provide a prompt written reply or reach

out to me by telephone at following telephone number: _____.

Sincerely,

_____