

**Date:** [Insert Date]

**TO:**

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: NOTICE OF DEFAULT AND ACCELERATION OF PROMISSORY NOTE**

Dear [Debtor Name],

This letter serves as formal notice regarding your default under the terms of the Promissory Note dated [Date of Note] in the original principal amount of \$[Original Amount].

As of [Date], you are in breach of the Note for the following reason(s):  
[Describe breach, e.g., failure to make scheduled payment due on Date].

Pursuant to the terms of the Note, the undersigned Holder hereby exercises the right to **accelerate** the entire unpaid balance. Demand is hereby made for the immediate payment of the full outstanding amount, calculated as follows:

- Unpaid Principal: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Payment must be received in full by [Deadline Date]. Payment should be made via [Method of Payment] to the following address:

[Your Name/Company Name]

[Your Payment Address]

[City, State, Zip Code]

Failure to cure this debt by the date specified above will result in the commencement of legal proceedings to collect the full balance, including interest, court costs, and reasonable attorney's fees as permitted by the Note and applicable law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]