

DATE: [Insert Date]

FROM:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND FINAL DEMAND FOR PAYMENT

Dear [Debtor Name],

This letter serves as formal notice that you are in default of your payment obligations under the agreement dated [Date of Agreement/Contract] regarding [Description of Debt/Invoice Number].

As of the date of this letter, your account is past due in the amount of **[\$[Total Amount Owed]]**. This balance includes [List breakdown of principal, late fees, or interest, if applicable].

Despite previous notifications, the balance remains unpaid. This is a **FINAL DEMAND** for the full payment of the outstanding amount.

You are hereby requested to remit the total amount of **[\$[Total Amount Owed]]** by no later than [Insert Deadline Date, e.g., 7 or 10 days from today]. Payment should be made via [Insert Accepted Payment Method, e.g., Certified Check, Wire Transfer, Online Portal].

Failure to cure this default by the aforementioned date will result in further action to protect our interests. This may include, but is not limited to:

- Commencement of formal legal proceedings;
- Reporting the delinquency to credit bureaus;
- Assignment of the debt to a third-party collection agency.

If you have already sent payment, please disregard this notice. Otherwise, we expect immediate payment to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]