

Date: [Insert Date]

TO:

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

FROM:

[Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: SECOND NOTICE OF DEFAULT - Loan Account #[Insert Account Number]

Dear [Borrower Name],

This is a formal second notice regarding the default on your unsecured loan agreement dated [Original Loan Date]. As of this date, our records indicate that your account remains past due.

Despite our previous notification sent on [Date of First Notice], we have not received the required payment to bring your account into good standing.

Current Account Status:

- Past Due Amount: \$[Amount]
- Late Fees: \$[Amount]
- **Total Amount Required to Cure Default: \$[Total Amount]**
- Original Due Date: [Date]

Failure to remit the Total Amount Required by [Deadline Date] may result in further action, including but not limited to:

- Reporting this default to national credit bureaus, which may negatively impact your credit score.
- Acceleration of the full loan balance, making the entire remaining principal due immediately.
- Referral of your account to a third-party collection agency.
- Legal proceedings to recover the debt.

If you are experiencing financial hardship, please contact us immediately at [Phone Number] to discuss potential repayment options or a settlement agreement.

Please disregard this notice if payment has already been sent.

Sincerely,

[Your Signature]
[Printed Name]
[Title/Department]