

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: NOTICE OF BREACH OF CONTRACT AND DEMAND FOR PAYMENT

Dear [Borrower Name],

This letter serves as formal notice that you are in breach of the loan agreement dated [Date of Agreement], regarding the unsecured loan in the original principal amount of \$[Total Loan Amount].

Pursuant to the terms of the signed agreement, you were required to make payments as follows: [Briefly describe payment schedule, e.g., monthly payments of \$X starting on Date].

As of the date of this letter, you have failed to make the required payment(s) due on [Date(s) of missed payments]. This failure constitutes a material breach of our contract. The total overdue amount currently owed is \$[Total Past Due Amount], which includes [Late Fees/Interest, if applicable].

Demand is hereby made for you to cure this breach by paying the total overdue amount of \$[Total Past Due Amount] no later than [Deadline Date, e.g., 10 days from receipt of this letter].

Please remit payment in the form of [Specify Payment Method, e.g., Certified Check or Bank Transfer] to the following address: [Your Address or Payment Details].

If payment is not received by the deadline stated above, I will have no choice but to pursue all available legal remedies to recover the full outstanding balance of the loan, including interest, court costs, and legal fees. This may include filing a lawsuit or referring this matter to a collection agency.

Please contact me immediately at [Your Phone Number] if you wish to discuss a repayment plan or if you believe this notice has been sent in error.

Sincerely,

[Your Signature]

[Your Printed Name]