

DATE: [Insert Date]

VIA: [Insert Method, e.g., Certified Mail]

TO:

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Account Number: [Insert Account Number]

Total Outstanding Balance: \$[Insert Total Amount]

Dear [Borrower Name],

This letter serves as formal notice that you are in default of your Unsecured Personal Loan agreement dated [Insert Original Loan Date]. As of the date of this letter, your account is past due in the amount of \$[Insert Past Due Amount].

Despite previous reminders, we have not received the required payments. This delinquency constitutes a breach of your promissory note.

Demand is hereby made for the immediate payment of the past due amount of \$[Insert Past Due Amount] no later than [Insert Deadline Date, e.g., 10 days from date of letter].

Failure to cure this default by the date specified above may result in the following actions:

- Acceleration of the full loan balance, making the entire \$[Insert Total Amount] due immediately.
- Reporting of this delinquency to national credit bureaus.
- Referral of this account to a third-party collection agency.
- Commencement of legal proceedings to recover the debt, including principal, interest, and applicable legal fees.

Please remit payment via [Insert Payment Method] or contact our office immediately at [Insert Phone Number] to discuss your intentions regarding this debt.

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Signature/Name]

[Your Title/Company Name]

[Your Phone Number]

[Your Email Address]