

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: FINAL DEMAND FOR PAYMENT - Promissory Note Dated [Date of Note]

Dear [Borrower Name],

This letter serves as formal notice that the Promissory Note signed by you on [Date of Note] in the original principal amount of \$[Amount] reached its maturity date on [Maturity Date].

As of the date of this letter, you have failed to pay the outstanding balance due. According to our records, the total amount currently owed is \$[Total Amount Due], which includes \$[Principal Amount] in principal and \$[Interest Amount] in accrued interest [and late fees, if applicable].

FINAL DEMAND IS HEREBY MADE for the immediate payment of the full balance of \$[Total Amount Due].

Please remit payment in full to the address listed above no later than [Deadline Date, e.g., 7 or 10 days from today]. Failure to receive payment by this date will leave me with no choice but to pursue formal legal action to recover the debt, which may include interest, court costs, and attorney fees as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]