

[Law Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

**SENT VIA [CERTIFIED MAIL / EMAIL / COURIER]**

[Debtor Name]  
[Debtor Address Line 1]  
[Debtor Address Line 2]  
[City, State, Zip Code]

**RE: FORMAL DEMAND FOR PAYMENT - NOTICE OF DEFAULT**

**Promissory Note Date:** [Date of Note]  
**Original Principal Amount:** \$[Amount]  
**Maturity Date:** [Maturity Date]

Dear [Debtor Name],

This office represents [Creditor/Client Name] regarding the above-referenced Promissory Note. Pursuant to the terms of the Note, the entire unpaid principal balance, including all accrued interest and fees, became due and payable in full on [Maturity Date].

As of the date of this letter, our records indicate that you have failed to satisfy your obligations. This letter serves as formal notice that you are in **DEFAULT** under the terms of the Note.

As of [Current Date], the total amount due and owing is as follows:

- Unpaid Principal: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Demand is hereby made for the immediate payment of the Total Balance Due. Please remit the full amount to this office no later than [Number of Days, e.g., 10] business days from the date of this letter.

Payment should be made payable to "[Law Firm/Client Name]" and delivered to our office at the address listed above.

Failure to cure this default within the timeframe specified will result in our client pursuing all available legal remedies to recover the debt. Such actions may include, but are not limited to, the

initiation of a formal lawsuit, which may further obligate you to pay court costs and reasonable attorney's fees as permitted by the Note and applicable law.

Please contact our office immediately at [Phone Number] if you wish to discuss a settlement or to confirm receipt of this demand.

Govern yourself accordingly.

Sincerely,

[Attorney Name]  
[Law Firm Name]