

## OFFICIAL NOTICE OF DEFAULT

Date: [Insert Date]

**TO:** [Borrower Name]  
[Borrower Address]  
[City, State, Zip Code]

**FROM:** [Lender Name]  
[Lender Address]  
[City, State, Zip Code]

**RE: Notice of Default on Promissory Note dated [Insert Date of Original Note]**

Dear [Borrower Name],

This letter serves as formal notice that you are in default under the terms of the Promissory Note dated [Insert Date], for the original principal amount of \$[Insert Amount].

The Promissory Note reached its maturity date on [Insert Maturity Date]. According to our records, the full balance was not paid by this date. As of today, the total amount due and owing is as follows:

- Unpaid Principal: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **TOTAL OUTSTANDING BALANCE: \$[Total Amount]**

Demand is hereby made for the immediate payment of the Total Outstanding Balance. Please remit the full amount to the address listed above no later than [Insert Deadline Date, e.g., 10 days from receipt of this notice].

Failure to cure this default by the deadline stated above may result in further legal action to enforce the terms of the Promissory Note, which may include the collection of attorney's fees, court costs, and additional interest as permitted by law.

Please contact me immediately at [Insert Phone Number] or [Insert Email Address] if you intend to resolve this debt or to discuss a repayment arrangement.

Sincerely,

[Lender Signature]  
[Lender Printed Name]