

DATE: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: SECOND WARNING - NOTICE OF MATURITY DEFAULT

Dear [Debtor Name],

This letter serves as a formal second warning regarding your failure to repay the Promissory Note dated [Date of Note], in the original principal amount of \$[Amount].

The aforementioned note reached its maturity date on [Maturity Date]. As of the date of this letter, we have not received the outstanding balance or a formal response to our first notice sent on [Date of First Warning].

Current Outstanding Balance:

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

You are hereby requested to remit the total amount due within [Number] days from the date of this letter. Failure to rectify this default immediately will leave us with no choice but to pursue formal legal action to recover the debt, which may include reporting this default to credit bureaus and initiating a lawsuit.

Please contact us immediately at [Phone Number] or [Email Address] if you intend to resolve this matter or to propose a payment plan for consideration.

Sincerely,

[Your Signature]

[Your Name/Company Name]

[Your Address]

[Your Phone Number]