

DATE: [Insert Date]

TO:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: FIRST NOTICE OF DEFAULT

Dear [Recipient Name],

This letter serves as formal notice that you are in default of your obligations under the agreement titled "[Name of Agreement/Contract]" dated [Date of Original Agreement].

Specifically, you have failed to make the required payment(s) due on the following date(s):

- [Insert Date]: \$[Amount]
- [Insert Date]: \$[Amount]

As of the date of this letter, the total overdue balance is: **\$[Total Amount Owed]**.

To cure this default, you must submit the total amount owed by [Insert Deadline Date]. Failure to remedy this default within the specified timeframe may result in further action, including but not limited to the acceleration of the full balance, termination of the agreement, or legal proceedings.

Please remit payment immediately to the following address:

[Your Company Name/Your Name]

[Payment Address]

[City, State, Zip Code]

If you have already sent your payment, please disregard this notice. If you have any questions regarding this account, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]