

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

[Date]

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

RE: NOTICE TO CURE DEFAULT AND INTENT TO REPORT TO CREDIT BUREAUS

Account Number: [Account Number]
Total Past Due Amount: \$[Amount]

Dear [Debtor Name],

This letter serves as formal notice that your account is currently in default. As of the date of this letter, you have failed to make the required payments as agreed upon in your contract dated [Date of Original Agreement].

Required Action:

To cure this default, you must pay the total past due amount of \$[Amount] by no later than [Date - e.g., 30 days from date of letter].

Notice of Adverse Credit Reporting:

Please be advised that if the full past due amount is not received by the deadline stated above, we intend to submit a negative report to the national credit reporting agencies (Equifax, Experian, and/or TransUnion). An adverse report may negatively impact your credit score and your ability to obtain future credit, insurance, or employment.

If you believe there is an error regarding this balance or if you have already made this payment, please contact us immediately at [Phone Number] to provide proof of payment.

If you are unable to pay the full amount at this time, please contact our office to discuss potential payment arrangements and avoid further collection actions.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]