

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

[Date]

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

RE: NOTICE OF BREACH OF PROMISSORY NOTE

Dear [Borrower Name],

This letter serves as formal notice that you are in breach of the Promissory Note signed on [Date of Note] in the original principal amount of \$[Original Loan Amount].

Specifically, you have failed to comply with the following terms of the agreement:

[Insert Description of Breach, e.g., failure to make the scheduled payment due on MM/DD/YYYY]

As of the date of this letter, the total amount currently due and owing is \$[Total Amount Due], which includes the past-due principal, accrued interest, and applicable late fees.

To cure this default, you are required to pay the full outstanding amount mentioned above by [Deadline Date, e.g., 10 days from receipt of this letter]. Please send payment to the address listed at the top of this letter.

Failure to cure this breach by the date specified above will result in further legal action to protect my interests, which may include the acceleration of the entire remaining balance of the loan, the filing of a lawsuit, and the collection of attorney's fees and court costs as permitted by the Note.

Please contact me immediately if you have any questions or if you intend to settle this debt within the timeframe provided.

Sincerely,

[Your Signature]

[Your Printed Name]