

**DATE:** [Current Date]

**FROM:**

[Lender Name/Organization]

[Lender Address]

[City, State, Zip Code]

[Phone Number]

**TO:**

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

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**SUBJECT: OFFICIAL NOTICE OF LOAN DEFAULT**

Dear [Borrower Name],

This letter serves as formal notice that you are in default of your loan agreement dated [Original Loan Date], regarding Loan Account Number: [Account Number].

As of [Current Date], your account is past due in the amount of \$[Total Past Due Amount]. This balance includes the following:

- Unpaid Principal: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]

Under the terms of our agreement, you are required to cure this default by paying the total past due amount in full no later than [Deadline Date].

Failure to remedy this default by the specified date may result in further action, which may include:

- Acceleration of the full remaining loan balance.
- Reporting this default to national credit bureaus.
- Legal action to recover the debt.
- Seizure of collateral (if applicable).

If you have already sent payment, please disregard this notice. If you are experiencing financial hardship and wish to discuss repayment options, please contact our office immediately at [Phone Number].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]