

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Date: [Date]

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

**Re: NOTICE OF DEFAULT AND INTENT TO FORECLOSE**

Loan Number: [Loan Number]  
Property Address: [Collateral Property Address]

Dear [Borrower Name/Contact Person],

This letter serves as formal notice that you are in default of the terms and conditions of the Promissory Note and Security Agreement (the "Loan Documents") dated [Date of Loan], executed in favor of [Lender Name].

As of [Date], the following defaults have occurred:

- Failure to make scheduled monthly payments for the months of: [List Months]
- Failure to pay property taxes for the year: [Year, if applicable]
- Failure to maintain required insurance coverage: [Details, if applicable]

**DEMAND FOR PAYMENT**

To cure this default and avoid further legal action, you are required to pay the total past due amount of **[\$[Total Amount Due]**. This amount consists of:

- Principal and Interest: **[\$[Amount]**
- Late Fees: **[\$[Amount]**
- Legal/Administrative Costs: **[\$[Amount]**

The total amount must be received by [Lender Name] no later than [Deadline Date, e.g., 5:00 PM on Month/Day/Year]. Payment must be made via wire transfer or certified funds.

**NOTICE OF ACCELERATION AND FORECLOSURE**

If the full amount specified above is not received by the deadline, [Lender Name] hereby provides notice of its intent to accelerate the entire remaining balance of the loan. Failure to cure the default will result in the commencement of foreclosure proceedings against the property located at [Property Address] to satisfy the debt, as permitted under the mortgage/deed of trust.

Please contact our office at [Phone Number] immediately if you intend to remit payment or wish to discuss this matter.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Lender Name]

cc: [Guarantor Name, if applicable]