

**DATE:** [Current Date]

**TO:**

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

**FROM:**

[Lender/Company Name]  
[Lender Address]  
[City, State, Zip Code]

**RE: FIRST NOTICE OF DEFAULT - Account Number: [Account Number]**

Dear [Borrower Name],

This letter serves as formal notice that you are in default of your loan agreement dated [Date of Agreement] regarding the property/account located at [Address or Account Description].

As of [Date], your account is past due. The total amount required to bring your account current is **[\$Amount Due]**. This total includes the following:

- Past Due Principal/Interest: **[\$Amount]**
- Late Fees: **[\$Amount]**
- Other Charges: **[\$Amount]**

To cure this default, you must submit the full payment of **[\$Total Amount]** by [Deadline Date]. Payments should be made via [Accepted Payment Methods].

Failure to cure this default by the date specified above may result in further action, including but not limited to, the acceleration of the full loan balance, legal proceedings, or foreclosure/repossession as permitted by law.

If you have already sent your payment, please disregard this notice. If you are experiencing financial hardship, please contact us immediately at [Phone Number] to discuss potential loss mitigation options.

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Title]