

DATE: [Date]

SENT VIA: [Certified Mail / Overnight Courier / Email]

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

[Borrower Representative Name]

[Borrower Company Name]

[Borrower Address]

[City, State, Zip Code]

Dear [Borrower Representative Name],

This letter serves as formal notice regarding the Promissory Note dated [Date of Note], executed between [Lender Name] ("Lender") and [Borrower Company Name] ("Borrower") in the original principal amount of \$[Original Amount].

As of [Current Date], the Borrower is in default for failure to make the payment(s) due on [Due Date(s)].

The total amount currently due and owing is broken down as follows:

- Unpaid Principal: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

Lender hereby demands that Borrower remit the full Total Amount Due to the address listed below no later than [Deadline Date, e.g., 10 days from receipt]. Payment must be made by [Accepted Payment Method, e.g., Wire Transfer or Cashier's Check].

If payment is not received by the aforementioned date, Lender reserves the right to exercise all legal remedies available under the terms of the Promissory Note and applicable law, which may include accelerating the entire remaining balance, initiating legal proceedings, and recovering attorney fees and collection costs.

Please govern yourself accordingly.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Lender Company Name]

[Lender Address]

[Lender Phone Number]