

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

[Date]

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

RE: NOTICE OF PAYMENT DUE - PROMISSORY NOTE DATED [Date of Note]

Dear [Borrower Name],

This letter serves as formal notice regarding the Promissory Note signed by you on [Date of Note] for the original principal amount of \$[Amount].

According to our records, a payment in the amount of \$[Payment Amount] was due on [Due Date]. As of the date of this letter, we have not received this payment. Consequently, your account is now past due.

Please remit the total amount due of \$[Total Amount Due, including late fees if applicable] by [Deadline Date] to bring your account current. Payment should be made via [Accepted Payment Method, e.g., Check, Wire Transfer] and sent to the address listed at the top of this letter.

If you have already sent this payment, please disregard this notice. If you are experiencing financial difficulties and wish to discuss a payment arrangement, please contact me immediately at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]