

**Date:** [Insert Date]

**To:**

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**Subject: URGENT - Notice of Missed Payment and Intent to Default**

Dear [Borrower Name],

Our records indicate that we have not received the scheduled payment for your loan account #[Account Number], which was due on [Due Date].

As of today, your account is [Number] days past due. The total amount required to bring your account current is \$[Amount Due], which includes late fees of \$[Late Fee Amount].

Please be advised that failure to receive this payment by [Deadline Date] will result in your loan being placed in **Default**. A default status may lead to the following actions:

- Reporting of the default to national credit bureaus, which will negatively impact your credit score.
- Acceleration of the loan, making the full remaining balance due immediately.
- Legal action to recover the outstanding debt.
- Referral of your account to an external collection agency.

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 repayment options or a deferment plan.

Please remit payment immediately via [Payment Method/Portal Link] to avoid further action.

Sincerely,

[Your Name/Department Name]

[Company Name]

[Contact Information]