Date: [Insert Date]

From:
[Creditor/Collection Agency Name]
[Department Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

To:
[Debtor Name]
[Street Address]
[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND INTENT TO ACCELERATE

Account Number: [Insert Account Number]

Total Amount Past Due: $[Insert Amount]

Dear [Debtor Name],

This letter serves as formal notice that your credit card account referenced above is in default. Despite previous requests for payment, your account remains unresolved and significantly past due.

As of the date of this letter, you owe a total delinquent balance of $[Insert Amount]. This amount includes any applicable late fees and interest charges accrued to date.

Action Required:

To cure this default, you must pay the total past due amount of $[Insert Amount] by no later than [Insert Deadline Date].

Failure to resolve this debt by the specified date may result in the following actions:

- Reporting the default to national credit reporting agencies, which may negatively impact your credit score.
- Permanent closure of your credit account.
- Referral of your account to an outside collection agency or legal counsel.
- Legal action to recover the full balance of the account, including court costs and attorney fees where applicable.

Please remit payment immediately via [Insert Payment Method, e.g., online portal, phone, or enclosed envelope]. If you are unable to pay the full amount, please contact our Collections Department at [Insert Phone Number] to discuss potential payment arrangements.

If you have already sent payment, please disregard this notice.

Sincerely,

[Authorized Signature]
[Name and Title]
[Company Name]