

DATE: [Current Date]

FROM:

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: FIRST WARNING NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Dear [Debtor Name],

This letter serves as formal notice that your account is currently in default for failure to make payments as agreed under the terms of the [Contract/Invoice/Agreement Name] dated [Date of Agreement].

According to our records, the following amount is past due:

- **Principal Amount:** \$[Amount]
- **Late Fees/Interest:** \$[Amount]
- **Total Outstanding Balance:** \$[Total Amount]

The aforementioned balance was originally due on [Original Due Date]. Despite previous reminders, we have not received the required payment.

DEMAND IS HEREBY MADE that you remit the full amount of \$[Total Amount] within [Number, e.g., 10] days from the date of this letter.

Please send payment to the following address:

[Payment Mailing Address/Instructions]

Failure to rectify this default may result in further collection actions, which may include the accrual of additional interest, reporting to credit bureaus, or the commencement of legal proceedings to recover the debt. We would prefer to resolve this matter amicably and urge you to contact us immediately if you have any questions or wish to discuss a payment arrangement.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]