

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

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

RE: NOTICE OF DEFAULT AND DEBT ACCELERATION

Account Number / Loan Reference: [Account Number]

Dear [Debtor Name],

This letter serves as formal notice that you are in default under the terms of your [Agreement Type, e.g., Promissory Note/Loan Agreement] dated [Original Date of Agreement].

As of [Current Date], your account is past due. The nature of the default is the failure to make required payments. The total amount currently past due is \$[Amount Past Due], which includes late fees and interest through [Date].

Pursuant to the terms of the Agreement, the Creditor hereby exercises its right to **accelerate the debt**. Demand is hereby made for the immediate payment of the entire unpaid principal balance, plus accrued interest and applicable fees.

Total Amount Due: \$[Total Outstanding Balance]

You are hereby notified that you must pay the Total Amount Due in full within [Number] days from the date of this letter. Payment must be made by certified funds (cashier's check or money order) and delivered to the following address:

[Creditor Name/Payment Address]
[City, State, Zip Code]

If payment is not received by [Deadline Date], we will take further action to protect our interests, which may include initiating legal proceedings to collect the debt, repossessing collateral, or reporting the default to credit bureaus. Any costs or legal fees incurred in the collection of this debt will be added to your balance to the extent permitted by law.

Please contact [Contact Person Name] at [Phone Number] immediately if you wish to discuss this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Organization Name]