

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

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

**RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT**

Dear [Recipient Name],

This letter serves as formal notice that you are in default of your obligations under the [Agreement/Contract Name] dated [Date of Agreement].

As of [Current Date], the following default has occurred:

[Detailed description of the default, e.g., failure to make scheduled payment due on Date].

According to our records, the total amount currently past due is \$[Amount]. This amount includes [breakdown of principal, interest, and late fees if applicable].

To cure this default, you are required to pay the full outstanding balance by [Deadline Date]. Payment should be made via [Payment Method].

Failure to cure this default by the date specified above may result in further legal action, including but not limited to, the termination of the agreement, acceleration of the full balance, or legal proceedings to recover the debt.

Please contact me immediately at [Your Phone Number] if you have any questions or if you believe this notice has been sent in error.

Sincerely,

[Your Signature]  
[Your Printed Name]