

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

[Current Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**RE: FORMAL DEMAND FOR PAYOFF AND NOTICE OF LOAN ACCELERATION**

Loan Number: [Insert Loan Number]

Property/Collateral: [Insert Description or Address]

Dear [Borrower Name],

This letter serves as formal notice that you are in default of your obligations under the Promissory Note and Security Agreement dated [Date of Original Loan Agreement].

As of [Date], your account is delinquent in the amount of \$[Amount Past Due], which includes unpaid principal, interest, and late fees. Despite previous notices, you have failed to cure this default.

**NOTICE OF ACCELERATION:** Due to your failure to cure the default, [Lender Name] hereby exercises its right to accelerate the maturity of the entire unpaid balance of the loan. The full amount of the unpaid principal, accrued interest, and all other charges are now due and payable in full immediately.

**DEMAND FOR PAYOFF:** To satisfy this debt in full, you are required to pay the following amount by [Deadline Date]:

- Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- Legal/Collection Costs: \$[Amount]
- **TOTAL PAYOFF AMOUNT: \$[Total Amount]**

Please remit the total payoff amount via certified funds or wire transfer to the following instructions: [Insert Payment Instructions].

Failure to remit the full payoff amount by the deadline stated above will result in [Lender Name] pursuing all available legal remedies to recover the debt, which may include the initiation of foreclosure proceedings, repossession of collateral, or the filing of a lawsuit. Such actions may result in additional legal fees and costs for which you will be held responsible.

If you have any questions regarding this matter, please contact the undersigned immediately at [Phone Number].

Sincerely,

[Signature]

[Name of Sender/Authorized Representative]

[Title]

[Lender Name]