

[Date]

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

Re: NOTICE OF TOTAL PAST DUE AMOUNT REQUIRED TO CURE

Account Number: [Account Number]
Property Address: [Property Address, if applicable]

Dear [Recipient Name],

This letter serves as formal notification regarding the default on your account. As of the date of this letter, your account is past due. To prevent further collection actions or legal proceedings, you are required to pay the total amount necessary to cure the default.

The total past due amount required to cure is: \$[Amount]

This total amount is comprised of the following:

- Past Due Principal/Interest: \$[Amount]
- Late Charges: \$[Amount]
- Fees and Costs: \$[Amount]

To cure this default, the full amount must be received by our office no later than [Deadline Date]. Payment should be made via [Accepted Payment Methods, e.g., Certified Check or Wire Transfer].

If you have already sent this payment, please disregard this notice. If you are unable to pay the full amount or wish to discuss payment options, please contact our office immediately at [Phone Number].

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Contact Information]