

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

To (Borrower): [Borrower Name], [Address]

To (Guarantor): [Guarantor Name], [Address]

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Original Loan Amount: \$[Insert Amount]

Dear [Borrower Name] and [Guarantor Name],

This letter serves as formal notice that the above-referenced loan is in **DEFAULT** due to the failure to make required monthly payments as specified in the Promissory Note and Deed of Trust/Mortgage dated [Insert Date].

As of [Insert Date], the total amount required to cure this default is **#[Insert Total Arrearage Amount]**, which includes the following:

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

NOTICE TO BORROWER:

You are hereby notified that if the total delinquency is not paid in full on or before [Insert Deadline Date, e.g., 30 days from date of letter], the Lender intends to accelerate the entire unpaid balance of the loan and initiate foreclosure proceedings against the property without further notice.

DEMAND TO GUARANTOR:

Pursuant to the Guaranty Agreement executed on [Insert Date], [Guarantor Name] is personally liable for the full and punctual payment of all obligations of the Borrower. Demand is hereby made upon the Guarantor to pay the full delinquent amount immediately. Failure to cure this default may result in legal action against the Guarantor to recover the full balance of the debt.

Please remit payment in the form of certified funds to the following address:

[Lender Name/Payment Processing Center]

[Mailing Address]

[City, State, Zip]

If you believe this notice is in error or if you have already sent payment, please contact our office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Representative Name]

[Title]

[Lender/Law Firm Name]