

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

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

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

Dear [Recipient Name],

This letter serves as formal notice that you are in default of the Forbearance Agreement entered into on [Date of Agreement] regarding Account/Loan Number [Account Number].

Under the terms of said Agreement, you were required to perform the following: [Briefly describe breach, e.g., make a payment of \$XX.XX on Date]. As of the date of this letter, you have failed to cure this default.

Due to this breach, the Forbearance Agreement is hereby terminated. Pursuant to the original terms of the [Loan/Promissory Note/Contract], the full outstanding balance is now accelerated and due immediately.

**Total Amount Due: \$[Total Amount]**

Demand is hereby made for the payment of the total amount due to be received by our office no later than [Deadline Date, e.g., 5:00 PM on Friday, October 20th]. Payments must be made via [Accepted Payment Method, e.g., Certified Funds or Wire Transfer].

Failure to remit the full amount by the specified deadline will result in immediate legal action to recover the debt, which may include the commencement of foreclosure proceedings, repossession of collateral, or a civil lawsuit, without further notice to you. Any costs, interest, and legal fees incurred during the collection process will be added to your total liability.

Please govern yourself accordingly.

Sincerely,

[Signature]  
[Printed Name]  
[Title]