

Date: [Insert Date]

TO: [Borrower Name]
[Borrower Address]
[City, State, Zip Code]

FROM: [Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Dear [Borrower Name],

This letter serves as formal notice that you are in default of the Forbearance Agreement dated [Date Forbearance Started], which expired on [Date Forbearance Ended].

Per the terms of said agreement and the original Promissory Note dated [Date of Original Note], the total deferred balance is now due in full. Our records indicate that the following amount is currently outstanding:

- **Past Due Principal:** \$[Amount]
- **Accrued Interest:** \$[Amount]
- **Late Fees/Penalties:** \$[Amount]
- **TOTAL AMOUNT DUE:** \$[Total Amount]

To cure this default and avoid further legal action or credit reporting, you are required to remit the total amount due by [Deadline Date].

If you are unable to pay the full balance immediately, we may be willing to negotiate a new Promissory Note or a structured Repayment Plan. Please contact our office at [Phone Number] or [Email Address] no later than [Date] to discuss your options.

Failure to respond to this notice will result in [Lender Name] pursuing all available legal remedies to recover the debt, which may include the acceleration of the loan, litigation, or referral to a collection agency.

Please disregard this notice if payment has already been sent.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Organization]