

DATE: [Current Date]

TO:

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

FROM:

[Creditor Name/Collection Department]
[Creditor Address]
[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Account Number: [Full or Partial Account Number]

Total Amount Due: \$[Total Balance]

Past Due Amount: \$[Amount Overdue]

Dear [Debtor Name],

This letter serves as formal notice that your credit card account with [Creditor Name] is in default. Our records indicate that you have failed to make the required minimum payments as outlined in your Cardmember Agreement.

As of [Date], your account remains delinquent in the amount of \$[Amount Overdue]. This balance includes any applicable late fees and interest charges accrued to date.

DEMAND IS HEREBY MADE for the immediate payment of the Past Due Amount. Please submit payment no later than [Due Date] to bring your account into good standing.

Failure to resolve this delinquency by the aforementioned date may result in the following actions:

- Suspension or permanent closure of your credit privileges.
- Reporting of the default to national credit reporting agencies, which may negatively impact your credit score.
- Referral of this account to an external collection agency.
- Potential legal action to recover the full balance of the debt.

Please remit payment via [Payment Method: Online/Phone/Mail]. If you have already sent your payment, please disregard this notice.

If you are experiencing financial hardship and wish to discuss a payment plan, please contact our Collections Department immediately at [Phone Number].

Sincerely,

[Your Name/Signature]

[Title/Department]

[Creditor Name]