

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAYMENT - LOAN DATED [Date of Original Loan]

Dear [Debtor Name],

This law firm represents [Lender Name] regarding the personal loan agreement executed on [Date] in the original principal amount of \$[Amount].

As of the date of this letter, you are in default of your payment obligations. Despite previous requests for payment, the balance remains outstanding. The total amount currently due and owing is \$[Total Amount Due], which includes the principal balance of \$[Principal], accrued interest of \$[Interest], and late fees of \$[Fees].

DEMAND IS HEREBY MADE for the immediate payment of the full amount of \$[Total Amount Due]. Please remit payment in the form of a cashier's check or certified funds to this office made payable to "[Law Firm Name] Trust Account" no later than [Number of Days, e.g., 10] days from the date of this letter.

If payment is not received by [Deadline Date], we have been authorized by our client to immediately initiate a formal lawsuit against you in [Name of County] Court to recover the full balance, plus:

- Pre-judgment and post-judgment interest;
- Court costs and filing fees; and
- Attorney's fees as permitted by the loan agreement and state law.

Please be advised that a judgment against you may result in the garnishment of your wages, the attachment of your bank accounts, and the placement of liens against your personal or real property.

Govern yourself accordingly.

Sincerely,

[Attorney Name]

[Law Firm Name]