

**Date:** [Insert Date]

**VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

**TO:**

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

**RE: NOTICE OF BREACH OF LOAN AGREEMENT AND INTENT TO SUE**

Dear [Borrower Name],

This letter serves as formal notice regarding your breach of the Personal Loan Agreement dated [Date of Agreement], for the original principal amount of \$[Original Loan Amount].

As of the date of this letter, you have failed to make the required payments as specified in the agreement. Specifically, you are in default for the following reasons:

- Failure to pay installments due on [List Dates of Missed Payments].
- Failure to pay the full outstanding balance by the maturity date of [Maturity Date].

The total amount currently due and owing, including accrued interest and late fees, is \$[Total Amount Owed].

**DEMAND FOR PAYMENT**

I hereby demand that you pay the full amount of \$[Total Amount Owed] by [Deadline Date, e.g., 10 days from receipt]. Payment should be made via [Specify Method, e.g., Certified Check or Wire Transfer].

**NOTICE OF INTENT TO SUE**

Failure to remit payment in full or contact the undersigned to establish a mutually agreeable payment plan by the deadline stated above will result in immediate legal action. I intend to file a lawsuit against you in [Name of County/State] court to recover the full debt, plus:

- Accrued interest at the contractual or statutory rate.
- Court costs and filing fees.
- Attorney fees (if applicable per the agreement).
- Any other damages permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Address]

[Your Phone Number]

[Your Email Address]