

## NOTICE OF ACCELERATION AND DEMAND FOR PAYMENT

Date: [Insert Date]

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

RE: Account Number: [Insert Account Number]

Dear [Debtor Name],

This letter serves as formal notice that you are in default of your payment agreement dated [Insert Date of Agreement] regarding the above-referenced account. As of [Insert Date], your account is past due in the amount of \$[Insert Past Due Amount].

Pursuant to the terms of your agreement, your failure to cure this default has resulted in the acceleration of your debt. Consequently, the entire remaining balance of \$[Insert Total Balance Due] is now due and payable in full immediately.

Please remit the total amount of \$[Insert Total Balance Due] by [Insert Deadline Date] to the following address:

[Company Name]  
[Payment Address]  
[City, State, Zip Code]

Failure to receive the full balance by the date specified above will result in further collection actions, which may include referring this matter to a collection agency or initiating legal proceedings to recover the debt, interest, and any applicable legal fees.

If you have already sent this payment, please disregard this notice.

Sincerely,

[Your Name/Representative Name]  
[Your Title]  
[Company Name]  
[Phone Number]