

[Date]

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

RE: NOTICE OF ACCELERATION - Account Number: [Account Number]

Dear [Customer Name],

This letter serves as formal notice that you have failed to comply with the terms of the payment arrangement established on [Date Arrangement Was Made]. As of [Date of Missed Payment], the required payment of \$[Amount] was not received.

Due to this breach of agreement, your account is now in default. We are hereby exercising our right to accelerate the balance of your account. This means the total outstanding balance is now due and payable in full immediately.

Total Amount Due: \$[Total Balance Amount]

Please remit the full amount by [Deadline Date] to avoid further collection actions, which may include referring this matter to an external collection agency or initiating legal proceedings.

If you are unable to pay the full balance, you must contact our office immediately at [Phone Number] to discuss any final options available to you.

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

Sincerely,

[Your Name/Department]
[Company Name]
[Company Phone Number]