

## URGENT NOTICE: FINAL ACCELERATION OF DEBT

Date: [Insert Date]

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

Re: Account Number: [Insert 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 the date of this letter, your account remains delinquent in the amount of \$[Insert Past Due Amount].

Because you have breached the terms of our agreement, your payment plan is hereby terminated. Pursuant to the terms of your original contract, [Company Name] has elected to **accelerate** the full balance of your loan/account.

**The total outstanding balance of \$[Insert Full Balance Amount] is now due and payable in full immediately.**

Please remit the total balance by [Insert Deadline Date] to avoid further action. Payments can be made via [Insert Payment Methods].

Failure to pay the full accelerated balance by the deadline stated above may result in the following actions:

- Referral of your account to a third-party collection agency.
- Reporting of this default to national credit reporting agencies.
- Legal action to recover the full amount, including applicable interest and legal fees.

If you have already sent your payment, please disregard this notice. If you have questions regarding this balance, you may contact our office at [Insert Phone Number].

Sincerely,

[Your Name/Department]  
[Company Name]