

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Date]

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

RE: NOTICE OF ACCELERATION AND DEMAND FOR FULL PAYMENT

Dear [Recipient Name],

This letter is regarding the payment plan agreement dated [Date of Agreement] concerning your outstanding debt in the amount of [Total Original Amount].

Under the terms of said agreement, you were required to make installments of [Installment Amount] on the [Day] of each month. As of the date of this letter, we have not received the payment due on [Due Date of Missed Payment]. This constitutes a breach of the payment plan.

Pursuant to the terms of our agreement and your failure to cure this default, we are hereby exercising our right to **accelerate** the entire balance of the debt. The payment plan is now terminated, and the total remaining balance is due in full immediately.

Total Amount Due: \$[Remaining Balance Amount]

Please remit the full amount by [Deadline Date] to avoid further collection actions or legal proceedings. Payment should be made via [Payment Method].

If you have already sent this payment, please contact our office immediately to provide verification.

Sincerely,

[Sender Signature]
[Sender Printed Name]
[Sender Phone Number]