

DATE: [Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF ACCOUNT ACCELERATION

Account Number: [Account Number]

Total Balance Due: \$[Total Amount]

Dear [Debtor Name],

This letter serves as formal notice that you have failed to fulfill the payment promise made on [Date of Promise] regarding your outstanding balance. As a result of this breach, your account is now in default.

Pursuant to the terms of your agreement, we are hereby exercising our right to **accelerate** the full balance of your account. The entire amount of \$[Total Amount] is now due and payable immediately.

Any previous payment plans or grace periods are officially revoked. You have [Number of Days, e.g., 5] business days from the date of this letter to remit the full balance to our office.

Failure to settle this debt in full by [Deadline Date] will result in further action, which may include:

- Referral to a third-party collection agency.
- Reporting of this default to national credit bureaus.
- Commencement of legal proceedings to recover the debt, including costs and interest.

Please remit payment immediately via [Payment Method/Portal] or contact our billing department at [Phone Number] to confirm receipt of funds.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]