

[Date]

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

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

Dear [Borrower Name],

This letter serves as formal notice that you have failed to fulfill the terms of the repayment agreement/promise to pay established on [Date of Agreement]. According to our records, you failed to make the agreed payment of \$[Amount] which was due on [Due Date].

Because you have breached this payment promise and remain in default under the terms of your original Promissory Note and subsequent agreements, [Lender Name] is hereby exercising its right to **accelerate** the balance of your loan.

**The entire unpaid principal balance, plus accrued interest and late fees, is now due and payable in full immediately.**

The total amount required to satisfy this debt is: \$[Total Payoff Amount].

Please remit the full amount to the address listed below by [Final Deadline Date] to avoid further collection actions, which may include legal proceedings or the repossession of collateral.

Please send payment to:  
[Lender Name]  
[Payment Address]  
[City, State, Zip Code]

If you have already sent this payment, please contact our office immediately at [Phone Number] to provide the tracking information.

Sincerely,

[Your Name/Department]  
[Company Name]