

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: NOTICE OF ACCELERATION OF LOAN BALANCE

Account Number: [Account Number]
Original Loan Amount: \$[Amount]
Date of Default: [Date]

Dear [Debtor Name],

You are hereby notified that you are in default under the terms of the [Promissory Note/Loan Agreement] dated [Date of Agreement]. Specifically, you have failed to make the required payments due on [Date(s) of missed payments].

Despite previous notices, the default has not been cured. Pursuant to the terms of your agreement, the undersigned has elected to exercise the right of **Acceleration**. As a result, the entire unpaid principal balance, along with accrued interest, late fees, and any other applicable charges, is now due and payable in full immediately.

The total amount required to satisfy this debt is as follows:

- Unpaid Principal: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **Total Due: \$[Total Amount]**

Demand is hereby made for the payment of the Total Due by [Deadline Date]. Payment must be made by [Certified Check/Wire Transfer/Other Method] to the address listed above.

If full payment is not received by the specified date, we will initiate further legal action to collect the debt, which may include filing a lawsuit or pursuing collateral foreclosure. Such actions may result in additional costs, including attorney fees and court costs, for which you will be held responsible.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]