

Date: [Insert Date]

TO: [Borrower Name]

ADDRESS: [Borrower Address]

CITY, STATE, ZIP: [Borrower City, State, Zip]

RE: NOTICE OF BREACH OF PROMISSORY NOTE

Dear [Borrower Name],

This letter serves as formal notice that you are in breach of the Promissory Note signed on [Date of Note] in the original principal amount of \$[Original Loan Amount].

Specifically, you have failed to comply with the following terms of the agreement:

[Describe breach, e.g., Failure to make the monthly payment due on Date]

As of the date of this letter, the total amount currently past due is \$[Total Amount Overdue], which includes \$[Principal Amount] in principal and \$[Interest/Fees] in late fees and interest.

Pursuant to the terms of the Promissory Note, you are hereby requested to cure this default by paying the full past-due amount by [Deadline Date]. Payments should be made via [Payment Method] to the following address:

[Lender Name/Company]

[Payment Address]

[City, State, Zip]

Failure to cure this breach by the date specified above may result in further legal action to recover the full remaining balance of the loan, including accrued interest, legal fees, and collection costs as permitted by the agreement.

Please contact me immediately at [Phone Number] or [Email Address] if you have any questions or wish to discuss a payment arrangement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name, if applicable]