

URGENT NOTICE OF DEFAULT

Date: [Insert Date]

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

Re: Notice of Default regarding [Account Number / Contract Reference]

Dear [Recipient Name],

This letter serves as formal notification that you are in default of your obligations under the agreement dated [Contract Date] regarding [Description of Obligation/Service].

As of [Date], your account shows an outstanding balance of \$[Amount]. This amount was due on [Original Due Date] and remains unpaid despite previous reminders.

Required Action:

To cure this default, you must remit the full payment of \$[Amount] or contact our office to establish a formal repayment plan by no later than [Deadline Date].

Failure to rectify this default within the specified timeframe may result in further action, including but not limited to:

- Acceleration of the full balance due;
- Termination of services or agreement;
- Referral to a third-party collection agency;
- Legal proceedings to recover the debt.

If you have already sent payment, please disregard this notice. Otherwise, please contact us immediately at [Phone Number] or [Email Address] to resolve this matter.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Contact Information]