

**CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Date: [Date]

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

**RE: NOTICE OF DEFAULT AND INTENT TO LITIGATE**

Dear [Borrower Name],

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

As of [Current Date], you have failed to make the required payments. The breakdown of the amount currently due is as follows:

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

Pursuant to the terms of the Promissory Note, demand is hereby made for the immediate payment of the Total Outstanding Amount. You are hereby given [Number, e.g., 10] days from the date of this letter to cure this default by delivering the full amount via certified funds to the address listed below.

Failure to cure this default by [Deadline Date] will result in the immediate acceleration of the entire remaining balance of the Note. Furthermore, please be advised that I intend to initiate legal proceedings against you to recover the debt, including principal, interest, court costs, and reasonable attorney fees as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Address]  
[Your Phone Number]