

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

[Date]

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

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as formal notice that you are in default of your obligations under the [Agreement/Contract Name] dated [Date of Agreement].

Specifically, you have failed to perform the following:
[Describe the breach, e.g., failure to pay the installment due on Date, in the amount of \$0.00].

As of the date of this letter, the total amount currently due and owing is \$[Amount], which includes [Principal, Interest, Late Fees, etc.].

DEMAND IS HEREBY MADE for the immediate payment of the full amount stated above. This payment must be received by [Deadline Date, e.g., 10 days from receipt of this letter].

Please remit payment via [Payment Method, e.g., Certified Check, Wire Transfer] to the following address:
[Payment Address/Instructions]

Failure to cure this default by the deadline stated above will result in further legal action to protect our interests, which may include the termination of the agreement, acceleration of the remaining balance, and the filing of a lawsuit. You may also be held liable for additional interest, court costs, and legal fees.

Please contact [Name] at [Phone Number] immediately to confirm receipt of this notice or to discuss a payment arrangement.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]