

[Your Name/Executor Name]

As Executor of the Estate of [Deceased Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: FORMAL DEMAND FOR PAYMENT - Promissory Note dated [Date of Note]

Dear [Debtor Name],

I am writing to you in my capacity as the court-appointed Executor of the Estate of [Deceased Name].

Upon reviewing the financial records of the deceased, it has been determined 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], the total outstanding balance due to the Estate is \$[Total Amount Due], which includes \$[Principal Amount] in principal and \$[Interest Amount] in accrued interest.

Pursuant to the terms of the Note, demand is hereby made for the full payment of the outstanding balance. Please remit the total amount of \$[Total Amount Due] to the Estate no later than [Deadline Date, e.g., 14 days from receipt].

Please make the check or money order payable to: **Estate of [Deceased Name]**.

Failure to settle this debt or contact this office to arrange a payment plan by the date specified above will result in the Estate taking further legal action to protect the interests of the beneficiaries, which may include litigation. If legal action is required, the Estate will also seek to recover any applicable attorney fees and court costs as permitted by law.

Please direct all future correspondence regarding this matter to my attention at the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]
Executor for the Estate of [Deceased Name]