

Date: [Insert Date]

TO:

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

FROM:

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

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Dear [Debtor Name],

This letter serves as formal notice that you are in default of your payment obligations under the agreement dated [Date of Agreement/Contract] regarding [Description of Debt/Invoice Number].

As of the date of this letter, the total overdue balance is \$[Amount]. This amount includes the principal sum of \$[Principal Amount] and accrued interest/late fees of \$[Amount].

Demand is hereby made for the immediate payment of the full amount stated above. Please submit your payment by [Deadline Date, e.g., 7 or 10 days from receipt] to the following address:

[Payee Name/Company]
[Payment Address]
[City, State, Zip Code]

Failure to cure this default by the specified date may result in further legal action to recover the debt, which may include interest, legal fees, and court costs.

Please contact us 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]