[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: DEMAND FOR PAYMENT ON instalment PROMISSORY NOTE**

Dear [CONTACT NAME],

We are the holders of your instalment promissory note dated [DATE] for the amount of [AMOUNT] payable to [PAYEE] by the [DATE] of each month.

You are currently in default on the note for failure to pay the instalment on the due date.

Unless we receive payment of the instalment in full within [NUMBER] days of the date of this letter, I will demand immediate payment of the remaining balance of the note.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]