[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: Payment Demand on Installment – Promissory Note**

Dear [CONTACT],

As the holder of your installment promissory note dated [DATE] for [AMOUNT] payable to [CONTACT].

You have defaulted to pay the installment and therefore we are writing to say that unless I receive payment of the installment in full at this office within [NUMBER] days of the date of this letter, I will demand immediate payment of the remaining balance of the note.

Govern yourself accordingly.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]