[DATE]

Contact Name

Address

Address2

City

Zip/Postal Code

**RE: Demand to Pay Promissory Note**

Dear [CONTACT NAME],

This is to notify you that payment is past due under your Promissory Note (the “Note”) dated [DATE].

**The following payments have not been received:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Due Date** | **Amount of Principal Due** | **Amount of Interest Due** | **Late Charge** |
|  |  |  |  |
|  |  |  |  |

Thus, as of the date of this letter, you are in arrears in the total amount of [AMOUNT OF ARREARS].

[OPTIONAL]

In accordance with the terms of the Note, this constitutes a major default under the Note, and demand is hereby made for the total amount in arrears together with the entire principal balance of [AMOUNT] outstanding under the Note.

[AMOUNT + ARREARS] is paid, which must be received by us by a cashier’s check by [DEADLINE DATE], at the following address:

 [COMPANY]

 [ADDRESS]

 [CITY, STATE ZIP]

In the event we do not receive full payment from you by the required date, we will proceed to commence legal proceedings against you under the Note and will additionally assess your legal fees and costs for such legal proceedings.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]