[DATE]

Contact Name

Address

Address2

City

Zip/Postal Code

**RE: Default on Promissory Note**

Dear [CONTACT],

We have a promissory note which is dated [DATE]; the amount of the promissory note is [X].

As you have defaulted on the installment which was due on [X], the amount [X] hasn’t been paid.

We demand that you make the payment promptly in the amount of [AMOUNT].

If the amount is not paid, I shall refer this matter to an attorney resulting in additional costs of collection.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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