[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: Default on Promissory Note**

Dear [CONTACT],

The Promissory Note in question is the one dated [DATE] of [AMOUNT].

You have defaulted under said Note in that the installment due on [DATE], in the amount of [AMOUNT] has not been paid.

Accordingly, demand is hereby made upon you for full payment of the entire balance on said Note in the amount of [AMOUNT], including accrued interest to date.

In the event the entire balance is not paid within the next [NUMBER] days, 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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