[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: REQUEST FOR PROMISSORY NOTE PAYMENT**

Dear [CLIENT NAME],

The purpose of this letter is to inform 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 Principle Due | Amount of Interest Due | Late Charge |
|  |  |  |  |
|  |  |  |  |

Total amount of arrears is [AMOUNT OF ARREARS].

[OPTIONAL]

In line with the stipulations of the Note, this warrants a major default under the Note, and a request is hereby made for the total amount in arrears together with the entire principal balance of [AMOUNT] outstanding under the Note.

Request is hereby made for payment in full, which is [AMOUNT + ARREARS], and this must be received by us by a cashier’s cheque by [DEADLINE DATE], at the following address:

[COMPANY]

[ADDRESS]

[CITY,COUNTRY/POSTAL]

In the event we do not receive full payment by the deadline date mentioned above, we will have no choice but to proceed with legal action against you under the Note and will additionally assess your legal fees and costs for such legal proceedings.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]