[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: NOTICE OF DEFAULT**

Dear [CLIENT NAME],

Please be aware the undersigned is the authorized holder of a promissory note dated [DATE] in the original principal amount of [AMOUNT].

We are notifying you that you have defaulted under said note since you have failed to pay the instalment due [DATE] in the amount of [AMOUNT].

We are requesting full payment of the entire balance due on said note in the amount of [AMOUNT], including interest accrued to date.

If the entire amount due is not received on or before [DATE], we will have no choice but to instruct legal counsel to commence legal proceedings against you.

Please carefully review the note which obligates you to pay in addition to the principal balance and interest, costs of collection and solicitor's fees.

We are anticipating you prompt attention to this matter.

Kind regards,

[NAME]

[TITLE]

[CONTACT NUMBER]

[COMPANY EMAIL]