

Demand and Notice for Full Payment on Installment Promissory Note

Date: _____, 20 ____

To: _____

RE: Full Payment on Installment Promissory Note

Dear _____ :

I am currently the holder of your promissory note dated _____ ,
20 ____ , in the amount of \$ _____ , which is payable to
_____, Noteholder
address and phone number:

You have been given previous notice on _____ , 20 ____ ,
of your default on payments of this note. Under the terms of the note and by this notice,
I am making a formal demand for payment by you of the full unpaid balance of this note,
together with all accrued interest within ten (10) days of receipt of this letter. Please con-
tact me at the above address and phone number in order to initiate the payment process. If
full payment is not received within ten (10) days from the date of this demand, the note shall
be forwarded to our attorneys for legal collection proceedings and you will be immediately
liable for all costs of collection, including additional legal and court costs. Thank you very
much for your prompt attention to this serious matter.

Very truly,

Signature of Noteholder

Printed Name of Noteholder