

Overdue Payment Demand

Date: _____

To:

[insert name and address of person who borrowed money]

Re: Promissory Note dated _____

Dear _____:

This is to notify you that I have not received the following payment(s) due under the Promissory Note referenced above.

Amount:\$ _____ Due date: _____

Amount:\$ _____ Due date: _____

Total: \$ _____

Please let me know at once if there is a problem. If I do not hear from you within 15 days, I will have no choice but to assume that you do not intend to repay the amount that is due under the Note. I will proceed to enforce my rights under the Note, including possibly filing a lawsuit, to collect the entire balance.

Sincerely,

Signature of Lender: _____

Print name of Lender: _____

Address: _____

Home phone: _____ Work phone: _____