

Demand for Overdue Payment on a Promissory Note

Date:

To: [Name and address of person borrowing money]

Re: Promissory Note dated:

Dear [Insert name]:

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

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 assume that you do not intend to repay me what is due under this Note. I will proceed to enforce my rights under the Promissory Note, including possibly filing a lawsuit, to collect the entire balance.

Sincerely,

Signature of Lender:

Print name of Lender:

Address:

Home phone:

Work phone: