

[Sender Name/Financial Institution Name]  
[Department Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

[Date]

[Borrower Name]  
[Business Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

**RE: NOTICE OF ACCELERATION OF LOAN BALANCE**

**Account Number:** [Account Number]

Dear [Borrower Name],

This letter serves as formal notice that you are in default of your Business Line of Credit agreement dated [Date of Agreement]. Specifically, the default has occurred due to: [Reason for Default, e.g., non-payment/failure to maintain covenants].

Under the terms and conditions of your agreement, [Financial Institution Name] hereby exercises its right to accelerate the maturity of your debt. Effectively immediately, the entire outstanding balance of your Line of Credit is due and payable in full.

The total amount required to satisfy this obligation as of [Date] is as follows:

- Outstanding Principal: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please remit the total amount due by [Deadline Date] to the following address:

[Payment Instructions/Address]

Failure to pay the full amount by the specified date will result in further legal action to recover the debt, which may include the liquidation of collateral, reporting to credit bureaus, and the commencement of a formal lawsuit. Any costs associated with the collection of this debt, including attorney fees, will be added to your balance as permitted by law.

To discuss payment arrangements or to resolve this matter immediately, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]