

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Account Number: [Loan Account Number]
Property/Collateral: [Description of Collateral, if applicable]
Original Loan Amount: [Amount]

Dear [Borrower Name/Contact Person],

This letter serves as formal notice that you are in default of your obligations under the Commercial Loan Agreement dated [Date of Agreement] (the "Agreement") between [Lender Name] ("Lender") and [Borrower Name] ("Borrower").

As of [Current Date], the loan is in default for the following reason(s):

- Failure to make scheduled payments due on [Date(s) of missed payments].
- [List any other specific defaults, such as failure to maintain insurance or breach of financial covenants].

As a result of this default, the following amounts are currently due and owing:

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

DEMAND IS HEREBY MADE for the immediate payment of the Total Past Due Balance listed above. This payment must be received by the Lender no later than [Number of Days, e.g., 10] business days from the date of this letter.

Failure to cure this default within the specified timeframe may result in the Lender exercising its rights and remedies under the Agreement and applicable law. These actions may include, but are not limited to, accelerating the full balance of the loan, initiating foreclosure proceedings against collateral, or pursuing legal action to collect the debt.

Please remit payment to:

[Lender Name]
[Payment Address]
[City, State, Zip Code]

If you have already sent payment or believe this notice is in error, please contact the undersigned immediately at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title]
[Lender Name]

CC: [Guarantor Name, if applicable]