

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

[Borrower Name]

[Principal Business Address]

[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Account Number: [Insert Account Number]

Credit Agreement Date: [Insert Date of Original Agreement]

Dear [Insert Name of Business Owner or Officer],

This letter serves as formal notice that [Insert Business Name] (the "Borrower") is in default of the terms and conditions set forth in the Credit Line Agreement dated [Insert Date] with [Insert Lender Name] (the "Lender").

The Borrower has defaulted on its obligations due to the following:

- [Specify Default: e.g., Failure to make monthly payment due on (Date)]
- [Specify Default: e.g., Violation of financial covenant (Specify)]

As of [Insert Date], the total outstanding balance due under the Credit Line is \$[Insert Total Amount], which consists of:

- Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]

DEMAND IS HEREBY MADE for the immediate payment of the total past due amount of \$[Insert Amount] to be received no later than [Insert Deadline Date].

Failure to cure this default by the aforementioned date may result in the Lender exercising its rights under the Agreement, which may include, but are not limited to:

1. Permanent termination of the Credit Line.
2. Acceleration of the entire outstanding balance, making the full amount immediately due.
3. Commencement of legal action to collect the debt.
4. Reporting the default to commercial credit reporting agencies.

Please remit payment to the following address:

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

If you believe this notice is in error, or if you wish to discuss a repayment plan, please contact our office immediately at [Insert Phone Number].

Sincerely,

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