

SENT VIA CERTIFIED MAIL / ELECTRONIC MAIL

Date: [Insert Date]

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

Re: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Dear [Borrower Contact Name],

Reference is made to that certain [Credit Agreement/Loan Agreement] dated as of [Date], by and among [Borrower Name] (the "Borrower"), the Lenders party thereto, and [Administrative Agent Name], as Administrative Agent (the "Administrative Agent").

1. Notice of Default: Pursuant to the terms of the Credit Agreement, the Borrower is hereby notified that an Event of Default has occurred and is continuing under Section [Number] of the Credit Agreement due to [Detailed description of default, e.g., failure to make scheduled principal/interest payment due on Date / failure to maintain financial covenants].

2. Acceleration of Obligations: As a result of the occurrence and continuance of the aforementioned Event of Default, the Administrative Agent, acting at the direction of the Required Lenders, hereby declares the entire unpaid principal balance of the Loan, all accrued and unpaid interest, and all other fees, costs, and obligations due under the Loan Documents to be immediately due and payable in full.

3. Demand for Payment: Demand is hereby made for the immediate payment of the following amounts as of [Current Date]:

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

4. Reservation of Rights: Neither this letter nor any delay or failure to exercise any right, power, or remedy shall operate as a waiver of any default or any right held by the Administrative Agent or the Lenders. The Administrative Agent and the Lenders expressly reserve all rights, powers, and remedies available under the Loan Documents and applicable law, including but not limited to the right to foreclose on collateral and pursue guarantors.

Payment must be made in immediately available funds to the following account:

Bank Name: [Name]
ABA Routing Number: [Number]

Account Number: [Number]
Reference: [Loan Reference Number]

Sincerely,

[Name of Signatory]
[Title]
[Administrative Agent Name], as Administrative Agent

CC: [Guarantor Names, if applicable]
[Lender Group]