

DATE: [Insert Date]

TO:

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

RE: Notice of Delinquency and Revocation of Line of Credit

Account Number: [Insert Account Number]

Outstanding Balance: \$[Insert Amount]

Past Due Amount: \$[Insert Amount]

Dear [Borrower Name],

This letter serves as formal notice that your small business line of credit with [Lender Name] is severely delinquent. Despite previous notifications, we have not received the required payments to bring your account to current status.

REVOCAION OF CREDIT

Due to the default of the terms governing your credit agreement, your access to this line of credit is hereby **REVOKED**, effective immediately. No further draws, advances, or charges will be permitted on this account.

DEMAND FOR PAYMENT

To avoid further collection actions or legal proceedings, you are required to pay the past due amount of **\$[Insert Amount]** by no later than **[Insert Deadline Date]**.

Failure to remit payment or contact our office to establish a repayment plan by the aforementioned date may result in the following:

- Reporting of this delinquency to commercial credit bureaus.
- Referral of the account to an external collection agency.
- Legal action to recover the full outstanding balance, including interest and applicable legal fees.

Please remit payment via [Insert Payment Method] or call our recovery department at [Insert Phone Number] to discuss your account status.

Sincerely,

[Your Name/Department Name]
[Lender Name]
[Contact Phone Number]
[Contact Email]