

URGENT: FINAL NOTICE AND DEMAND FOR PAYMENT

Date: [Insert Date]

To: [Insert Borrower Name]
[Insert Borrower Address]
Attn: [Insert Contact Person/Department]

CC: [Insert Guarantor Names, if applicable]
CC: [Insert Administrative Agent Name]

RE: Notice of Default and Demand for Immediate Payment - [Insert Loan Agreement Name/Date]

To the Board of Directors / Management:

This letter serves as formal **Final Notice** regarding your default under the terms of the Syndicated Loan Agreement dated [Insert Date] (the "Agreement") among [Insert Borrower Name], the Lenders party thereto, and [Insert Administrative Agent Name] as Administrative Agent.

1. Nature of Default:

The Borrower has failed to make the required [Principal/Interest/Fee] payment due on [Insert Due Date]. As of the date of this letter, this payment remains outstanding. This constitutes an Event of Default under Section [Insert Section Number] of the Agreement.

2. Pro Rata Allocation:

Pursuant to Section [Insert Section Number regarding Sharing of Payments/Pro Rata Treatment], any payments made must be distributed among all Lenders according to their respective participation percentages. Your failure to fund the aggregate amount due has resulted in a shortfall to all participating Lenders on a pro rata basis.

3. Demand for Payment:

Demand is hereby made for the immediate payment of the total overdue amount, calculated as follows:

- Principal Amount Overdue: [Insert Amount]
- Accrued Interest: [Insert Amount]
- Default Interest (if applicable): [Insert Amount]
- Late Fees/Penalties: [Insert Amount]
- **Total Amount Due: [Insert Total Amount]**

4. Acceleration of Debt:

Please be advised that if the Total Amount Due is not received in full by [Insert Time] on [Insert Date], the Lenders reserve the right, pursuant to Section [Insert Section Number], to declare the

entire unpaid principal balance of the Loan, together with all accrued interest and fees, to be immediately due and payable without further notice or demand.

5. Reservation of Rights:

Neither this letter nor any delay in exercising rights under the Agreement shall constitute a waiver of any default or any right or remedy available to the Lenders or the Administrative Agent. The Lenders expressly reserve all rights, powers, and remedies available under the Agreement and applicable law, including but not limited to legal action against the Borrower and any Guarantors.

Please remit the Total Amount Due to the Administrative Agent's designated account immediately.

Sincerely,

[Your Name/Signature]

[Your Title]

On behalf of [Insert Lending Institution Name or Administrative Agent Name]