

URGENT: FORMAL NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Date: [Insert Date]

To: [Name of Borrower/Company Name]
Address: [Insert Street Address]
City, State, Zip: [Insert City, State, Zip]
Attn: [Name of Officer/Legal Department]

Re: Notice of Default under [Insert Name of Credit Agreement/Syndicated Facility] dated [Insert Agreement Date] (the "Facility")

Dear [Insert Name],

This letter is formal notice sent on behalf of [Insert Name of Administrative Agent/Lender Group] (the "Lenders") regarding the above-referenced Facility.

Pursuant to the terms of the Facility, specifically Section [Insert Section Number relating to payment obligations], the Borrower is required to make pro rata payments to the Lenders according to their respective participation interests. As of [Insert Date], the Borrower has failed to satisfy the following payment obligation:

- **Nature of Default:** Failure to pay [Principal/Interest/Fees] due on [Insert Due Date].
- **Total Amount Overdue:** [Insert Currency and Amount].
- **Pro Rata Allocation:** [Optional: List breakdown of amounts per lender or refer to an attached schedule].

This failure constitutes an Event of Default under Section [Insert Section Number regarding Events of Default] of the Facility agreement. As a result of this default, the Lenders hereby demand immediate payment of the full overdue amount, including any accrued default interest and applicable penalties, no later than [Insert Deadline Date/Time].

Please be advised that if this default is not cured by the aforementioned date, the Lenders reserve all rights and remedies available under the Facility agreement and applicable law, which may include, but are not limited to:

1. The acceleration of all outstanding indebtedness under the Facility.
2. The termination of any remaining commitments to lend.
3. The commencement of legal proceedings to recover all sums due.
4. The exercise of rights against any collateral or guarantees provided.

Nothing contained in this letter shall be construed as a waiver of any rights, powers, or remedies the Lenders may have. All such rights are expressly reserved.

Please remit payment to the Administrative Agent's account according to the standing payment instructions. Should you have any questions, please contact [Insert Contact Name] at [Insert Phone/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]

On behalf of [Insert Name of Administrative Agent or Lead Lender]

CC: [Insert Names of Syndicate Members/Legal Counsel]