

[Date]

[Borrower Name]

[Business Name]

[Address Line 1]

[Address Line 2]

RE: SECOND NOTICE OF DELINQUENCY

Loan Account Number: [Account Number]

Property/Collateral: [Description/Address]

Dear [Borrower Name],

Our records indicate that your commercial loan account remains past due. This is our second formal notification regarding the outstanding balance for the payment originally due on [Original Due Date].

As of the date of this letter, your account status is as follows:

- Past Due Principal & Interest: \$[Amount]
- Accumulated Late Fees: \$[Amount]
- Other Charges: \$[Amount]
- **Total Amount Required to Bring Account Current: \$[Total Amount]**

Please be advised that continued failure to meet your repayment obligations may result in further actions, including but not limited to:

- Reporting the delinquency to commercial credit bureaus.
- Formal declaration of default.
- Acceleration of the remaining loan balance.
- Legal action or commencement of foreclosure/repossession proceedings against collateral.

We urge you to remit the total amount due immediately to avoid further penalties. If you are experiencing financial difficulties, please contact our Loss Mitigation Department at [Phone Number] to discuss potential payment arrangements.

If payment has already been sent, please disregard this notice.

Sincerely,

[Your Name/Department]

[Lending Institution Name]

[Contact Phone Number]

[Email Address]