

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

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

RE: NOTICE OF DEFAULT AND FINAL DEMAND FOR PAYMENT

Account Number: [Insert Account Number]
Agreement Date: [Insert Original Agreement Date]

Dear [Name of Borrower/Authorized Representative],

This letter serves as formal notice that you are in material breach of the Commercial Line of Credit Agreement (the "Agreement") dated [Date], between [Lender Name] ("Lender") and [Borrower Name] ("Borrower").

As of [Date], the following defaults have occurred:

- Failure to make required payments when due.
- [Optional: Failure to maintain required financial covenants].
- [Optional: Other specific breach description].

Due to these defaults, the Lender hereby exercises its right to accelerate the entire balance of the Line of Credit. The total amount now immediately due and payable is as follows:

Principal Balance: \$[Amount]
Accrued Interest: \$[Amount]
Late Fees/Penalties: \$[Amount]
TOTAL OUTSTANDING BALANCE: \$[Total Amount]

FINAL DEMAND FOR PAYMENT

Demand is hereby made for the immediate payment of the Total Outstanding Balance. Payment must be received in full by our office no later than [Insert Deadline Date, e.g., 5:00 PM on [Date]] to avoid further legal action.

Payments should be made via [Wire Transfer/Certified Check] according to the following instructions: [Insert Payment Instructions].

NOTICE OF PENDING LITIGATION

If full payment is not received by the deadline stated above, the Lender will immediately initiate formal litigation to recover all sums due, including principal, interest, and costs. Furthermore, the

Lender will seek to recover all reasonable attorney's fees and legal expenses as permitted under the terms of the Agreement.

Please be advised that this is your final opportunity to resolve this matter voluntarily before a lawsuit is filed in [Insert Jurisdiction/County].

Govern yourself accordingly.

Sincerely,

[Signature]

[Name of Signatory]

[Title]

[Lender Name/Law Firm Name]