

DATE: [Insert Date]

VIA CERTIFIED MAIL

TO:

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

FROM:

[Lender Name/Company]
[Department/Contact Person]
[Address]
[Phone Number]

RE: FINAL DEMAND FOR PAYMENT - UNPAID LATE PENALTIES

Loan Account Number: [Insert Account Number]
Property/Collateral: [Insert Description if Applicable]

Dear [Borrower Name],

This letter serves as a formal final demand for the immediate payment of outstanding late payment penalties associated with the above-referenced commercial loan.

Despite previous notices dated [Insert Date of Previous Notices], your account remains delinquent regarding the following charges:

- **Total Outstanding Late Fees:** \$[Amount]
- **Accrued Interest on Penalties:** \$[Amount]
- **Total Amount Due Now:** \$[Total Amount]

These penalties have been assessed in accordance with the terms and conditions set forth in your Commercial Loan Agreement dated [Date of Agreement], specifically under Section [Insert Section Number regarding Late Fees].

NOTICE OF FURTHER ACTION:

Please be advised that this is your final opportunity to resolve this matter voluntarily. If the total amount of **\$\$[Total Amount]** is not received by [Insert Deadline Date, e.g., 5 business days from today], we will be forced to pursue further remedies available under the loan documents and applicable law. This may include, but is not limited to:

1. Reporting the delinquency to commercial credit bureaus.
2. Declaring the loan in default.
3. Accelerating the full balance of the loan.
4. Commencing legal proceedings or foreclosure actions.

Please remit payment immediately via [Insert Payment Method, e.g., Wire Transfer/Online Portal/Check].

If you have already sent payment, please disregard this notice.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Lender/Company Name]