

NOTICE OF DEFAULT AND INTENT TO FORECLOSE

Date: [Insert Date]

Property Address: [Insert Full Property Address]

Loan Number: [Insert Loan Number]

TO:

[Borrower Name]

[Borrower Mailing Address]

[City, State, Zip Code]

FROM:

[Lender/Lienholder Name]

[Lender Address]

[Phone Number]

Dear [Borrower Name/Authorized Representative],

This letter serves as formal notice that you are in default of the terms and conditions of the commercial mortgage/deed of trust dated [Date of Agreement] regarding the property located at [Property Address].

As of [Current Date], your account is delinquent in the following amount:

- Past Due Principal and Interest: \$[Amount]
- Late Fees and Penalties: \$[Amount]
- Legal/Administrative Costs: \$[Amount]
- **Total Amount Required to Cure Default: \$[Total Amount]**

You are hereby notified that you must pay the Total Amount Required to Cure Default on or before [Deadline Date]. Payment must be made via certified funds or wire transfer to [Instructions].

Failure to cure this default by the specified date will result in the acceleration of the entire remaining loan balance. Furthermore, [Lender Name] will commence formal foreclosure proceedings to sell the property at public auction as permitted by law and the terms of your contract.

If you have any questions or believe this notice is in error, please contact our office immediately at [Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Lender Name]