

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Date: [Insert Date]

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

Re: NOTICE OF DEFAULT AND RIGHT TO CURE  
Loan Number: [Insert Loan Number]  
Property Address: [Insert Property Address]  
Legal Description: [Optional: Insert Legal Description]

Dear [Borrower Name/Authorized Representative],

This letter serves as formal notice that you are in default of your obligations under the Promissory Note and Deed of Trust/Mortgage dated [Insert Original Loan Date] regarding the above-referenced commercial property.

**Nature of Default:**

The default has occurred due to the following:

- [Insert specific reason, e.g., Failure to make monthly installments due on (Date)]
- [Insert other reasons, e.g., Failure to maintain insurance / Failure to pay property taxes]

**Amount Required to Cure:**

As of the date of this letter, the total amount required to cure this default is \$[Insert Total Amount], which consists of the following:

- Past Due Principal and Interest: \$[Amount]
- Late Charges: \$[Amount]
- Accrued Interest: \$[Amount]
- Legal/Administrative Fees: \$[Amount]

**Right to Cure:**

You have the right to cure this default by paying the total amount listed above in certified funds (cashier's check or wire transfer) on or before **[Insert Cure Deadline Date, e.g., 30 days from notice]**. Payments must be delivered to [Insert Payee Name and Address].

**Failure to Cure:**

If the default is not cured by the date specified above, [Lender Name] intends to exercise its rights and remedies under the loan documents and applicable law. This may include, but is not

limited to, the acceleration of the full balance of the loan, the commencement of foreclosure proceedings against the property, and the pursuit of a deficiency judgment where applicable.

Please contact [Name of Contact Person] at [Phone Number] or [Email Address] immediately if you have any questions or wish to discuss this matter.

Sincerely,

[Authorized Signature]

[Printed Name]

[Title]

[Lender Name]

CC: [Guarantor Name(s)], [Legal Counsel]