

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

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

Re: NOTICE OF DEFICIENCY AND DEMAND FOR PAYMENT

Loan Account Number: [Account Number]
Collateral Address/Description: [Description of Property/Assets Sold]
Original Loan Amount: \$[Amount]

Dear [Name of Borrower/Guarantor],

This letter serves as formal notice regarding the remaining balance due on the above-referenced commercial loan following the sale of the collateral securing the debt. As you are aware, a [Foreclosure Sale/Private Sale] of the collateral was conducted on [Date of Sale].

The proceeds from the sale of the collateral were applied to the outstanding debt as follows:

- Total Outstanding Debt (Principal, Interest, Fees): \$[Total Debt Amount]
- Less Net Sale Proceeds: \$[Net Proceeds]
- **Remaining Deficiency Balance: \$[Deficiency Amount]**

Pursuant to the terms of the [Promissory Note/Security Agreement/Guaranty] dated [Original Loan Date], you remain personally liable for the payment of this deficiency balance. Interest continues to accrue on this unpaid balance at the rate of [Rate]% per annum.

DEMAND IS HEREBY MADE for the immediate payment of the full deficiency amount of \$[Deficiency Amount].

Please remit the total amount due to the following address by [Due Date]:

[Lender Name/Law Firm Name]
[Payment Mailing Address]
[City, State, Zip Code]

If you fail to remit payment or contact the undersigned to arrange a formal repayment plan by [Due Date], we will exercise all available legal remedies to collect this debt. This may include filing a lawsuit to obtain a formal deficiency judgment, seeking the garnishment of bank accounts, or placing liens on other assets.

This letter is an attempt to collect a debt, and any information obtained will be used for that purpose.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Phone Number]