

[Date]

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

RE: NOTICE OF COVENANT BREACH - LATE FINANCIAL STATEMENTS

Dear [Contact Name],

This letter serves as formal notice regarding the [Loan/Credit Agreement Name] dated [Agreement Date] (the "Agreement") between [Borrower Name] and [Lender Name].

Pursuant to Section [Section Number] of the Agreement, the Borrower is required to submit [Type of Statement: e.g., Audited Financial Statements] for the period ending [Date] no later than [Due Date]. As of the date of this letter, we have not received these documents.

The failure to provide the required financial statements by the specified deadline constitutes a breach of the financial reporting covenants. Under the terms of the Agreement, this breach may result in an Event of Default.

At this time, [Lender Name] requests that you remedy this breach immediately by providing the outstanding financial statements no later than [Required Submission Date].

Please be advised that this notice is sent without prejudice to any of the rights or remedies available to [Lender Name] under the Agreement or applicable law. All such rights and remedies are hereby expressly reserved.

Please contact [Account Manager Name] at [Phone Number] or [Email Address] to confirm when the documents will be delivered or to discuss this matter further.

Sincerely,

[Sender Name]
[Sender Title]
[Lender Name]