

Date: [Insert Date]

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

Attention: [Contact Person/Chief Financial Officer]

RE: NOTICE OF BREACH OF FINANCIAL REPORTING COVENANT

Dear [Name],

This letter refers to the [Name of Loan/Credit Agreement], dated [Date of Agreement], between [Borrower Name] (the "Borrower") and [Lender Name] (the "Lender").

Pursuant to Section [Section Number] of the Agreement, the Borrower is required to deliver the following financial documents to the Lender by [Due Date]:

- [Description of missing document, e.g., Audited Annual Financial Statements]
- [Description of missing document, e.g., Quarterly Compliance Certificate]

As of the date of this letter, the Lender has not received these documents. This failure constitutes a breach of the financial reporting covenants set forth in the Agreement.

Please be advised that this breach may result in an Event of Default if not remedied within the applicable cure period, as defined in Section [Section Number] of the Agreement.

The Lender requests that the Borrower provide the outstanding financial reporting immediately, but no later than [Deadline Date].

Nothing contained in this letter shall be construed as a waiver of any rights or remedies available to the Lender under the Agreement or applicable law. All such rights and remedies are expressly reserved.

Please contact [Lender Representative Name] at [Phone Number/Email] if you have any questions regarding this matter.

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]
[Lender Name]