

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Re: Notice of Breach and Waiver of Covenant

Dear [Contact Person Name],

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

The Borrower has notified the Lender that a breach of Section [Section Number] of the Agreement occurred on [Date of Breach] due to [Brief Description of Breach, e.g., failure to maintain a specific financial ratio].

The Lender hereby acknowledges the occurrence of this specific breach. Subject to the terms of this letter, the Lender agrees to waive the specific breach described above for the period ending [Expiration Date of Waiver].

This waiver is subject to the following conditions:

- [Condition 1]
- [Condition 2]

Please note that this waiver is limited strictly to the specific breach described herein. It does not constitute a waiver of any other provision of the Agreement, nor does it apply to any future occurrences of the same or different breaches. All other terms and conditions of the Agreement remain in full force and effect.

By signing below, the Borrower acknowledges and agrees to the terms of this waiver.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Lender Name]

Acknowledged and Agreed:

[Borrower Representative Name]

[Title]
[Date]