

[Date]

[Lender Name]

[Lender Address]

[City, State, Zip Code]

Attn: [Contact Person/Relationship Manager]

RE: Waiver Request for Late Financial Reporting - [Company Name] - [Credit Agreement/Loan Number]

Dear [Contact Name],

We are writing to you in connection with the [Name of Loan/Credit Agreement] dated [Original Date of Agreement] (the "Agreement") between [Company Name] (the "Borrower") and [Lender Name] (the "Lender").

Pursuant to Section [Section Number] of the Agreement, the Borrower is required to deliver [Annual/Quarterly] financial statements for the period ended [Period Date] by [Original Due Date].

The Borrower hereby notifies the Lender that it will not be able to deliver these financial statements by the required date due to [Briefly state reason, e.g., administrative delays/audit completion]. We now expect to deliver the required documents no later than [New Proposed Date].

As a result of this delay, a technical default may occur under the terms of the Agreement. The Borrower formally requests that the Lender waives the requirement to comply with the delivery deadline for this specific period and agrees not to exercise any rights or remedies available under the Agreement solely in respect of this late filing.

Except as expressly waived hereby, all other terms and conditions of the Agreement shall remain in full force and effect. We confirm that, to our knowledge, no other Default or Event of Default has occurred or is continuing.

Please indicate your acceptance of this waiver by signing in the space provided below and returning a copy to us.

Sincerely,

[Your Name]

[Title]

[Company Name]

ACKNOWLEDGED AND AGREED:

For and on behalf of [Lender Name]:

By: _____

Name: [Lender Representative Name]

Title: [Title]

Date: [Date]