[Date]

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

RE: Notice of Default, Limited Waiver, and Reservation of Rights

Dear [Contact Person Name],

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

1. Notice of Default
The Borrower is currently in breach of the following covenant(s) specified in the Agreement: [List specific section numbers and descriptions of the default, e.g., Section 5.1 Financial Reporting]. This constitutes an Event of Default under the terms of the Agreement.

2. Limited Waiver
At the request of the Borrower, the Lender hereby grants a temporary and limited waiver of the specific Event(s) of Default described above for the period effective from [Start Date] to [End Date]. This waiver applies strictly to the instances mentioned and does not apply to any other existing or future defaults.

3. Reservation of Rights
Notwithstanding the limited waiver granted herein, the Lender expressly reserves all of its rights, powers, privileges, and remedies under the Agreement, any related documents, and applicable law. No delay or omission by the Lender in exercising any right shall operate as a permanent waiver of such right. The Lender's decision to grant this waiver shall not establish a course of conduct or require the Lender to grant any future waivers or amendments.

4. No Other Modifications
Except as expressly set forth in this letter, all terms and conditions of the Agreement remain in full force and effect. This letter does not constitute a modification or amendment of any other provision of the Agreement.

Please acknowledge receipt of this letter by signing in the space provided below.

Sincerely,

[Authorized Signatory Name]
[Title]
[Lender Name]

ACKNOWLEDGED AND AGREED:

By: ___________________________
Name: [Borrower Representative Name]
Title: [Title]
Date: ___________________________