[Date]

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

Re: Notice of Fee Assessment - Waiver of Commercial Loan Covenant(s)

Dear [Borrower Contact Name],

This letter refers to the commercial loan agreement dated [Original Loan Date] between [Lender Name] ("Lender") and [Borrower Name] ("Borrower").

Based on our recent review of your financial statements and compliance certificates for the period ending [Date], it has been determined that the Borrower is in violation of the following covenant(s):

- [Covenant Name/Reference Number, e.g., Debt Service Coverage Ratio]
- [Covenant Name/Reference Number, e.g., Maximum Leverage Ratio]

At your request, the Lender has agreed to waive the specific defaults mentioned above for this period only. Pursuant to the terms of the loan agreement and the Lender's fee schedule, a waiver fee is being assessed as follows:

Waiver Fee Amount: $[Amount]

Please remit payment for this fee by [Due Date] via [Payment Method]. Alternatively, the Lender may debit this fee directly from your operating account ending in [Last 4 Digits] on or after [Date].

Please be advised that this waiver is specific to the instance(s) described above and does not constitute a waiver of any future covenant compliance requirements or any other terms of the loan agreement. The Lender reserves all rights and remedies under the loan documents for any future defaults.

If you have any questions regarding this assessment, please contact your Relationship Manager at [Phone Number].

Sincerely,

[Signature]
[Name of Officer]
[Title]
[Lender Name]