[Date]

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

RE: NOTICE OF DEFAULT AND FORBEARANCE AGREEMENT

Dear [Borrower Name],

This letter serves as formal notice that you are in default of your loan agreement dated [Original Loan Date] regarding account number [Account Number]. As of [Date], your account is past due in the amount of $[Total Past Due Amount].

However, [Lender Name] ("Lender") is willing to offer a temporary Forbearance period to assist you in bringing your account current under the following terms:

- **Forbearance Period:** From [Start Date] to [End Date].
- **Reduced Payment:** During this period, you agree to pay $[Amount] per month instead of your regular payment.
- **Repayment Plan:** Following the forbearance period, the deferred amount of $[Total Deferred] shall be repaid by [Terms of Repayment].
- **Conditions:** This agreement is contingent upon all payments being made on or before the [Day] of each month.

Please be advised that this notice does not waive any of the Lender's rights to pursue full collection or legal action should you fail to meet the terms of this forbearance. All other terms and conditions of the original loan agreement remain in full force and effect.

To accept these terms, please sign and return this letter by [Deadline Date].

Sincerely,

[Authorized Signature]
[Lender Name]
[Phone Number]

ACKNOWLEDGED AND AGREED:

____
[Borrower Name]

____
[Date]