

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: Notice of Financial Statement Deficiency - Loan Number: [Loan Number]

Dear [Borrower Contact Name],

Pursuant to the Loan Agreement dated [Date of Agreement] between [Lender Name] and [Borrower Name], the borrower is required to provide periodic financial disclosures to maintain compliance with loan covenants.

Upon review of our records, we have identified that the following financial documentation is missing, incomplete, or contains deficiencies:

- [Description of Item, e.g., Fiscal Year-End 2023 Audited Financial Statements]
- [Description of Item, e.g., Current Rent Roll]
- [Description of Item, e.g., Personal Financial Statement for Guarantor]

Specifically, the following information is required to clear this deficiency:

[Detailed explanation of missing data or signatures needed]

Please submit the requested documentation no later than [Due Date] to ensure your account remains in good standing. Failure to provide these statements may result in a technical default under the terms of your Loan Agreement.

You may submit these documents via [Email Address/Secure Portal/Mailing Address].

If you have already sent these documents or have any questions, please contact your Relationship Manager, [Manager Name], at [Phone Number].

Sincerely,

[Your Name/Signature]

[Title]

[Lender Name]