

[Company Letterhead / Bank Logo]

[Date]

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

RE: NOTICE OF IMPENDING DEFAULT - LOAN ACCOUNT NO: [Account Number]

Dear [Borrower Name/Contact Person],

This letter serves as a formal notification regarding the status of your commercial loan agreement dated [Original Loan Date] for the principal amount of \$[Loan Amount].

Our records indicate that your account is currently [Number] days past due. As of [Current Date], the following amounts remain outstanding:

- Past Due Principal: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **Total Past Due: \$[Total Amount]**

Failure to remit the Total Past Due amount by [Deadline Date] will result in a formal Event of Default under the terms of the Loan Agreement. Upon default, [Lender Name] reserves the right to exercise all available legal remedies, which may include:

- Acceleration of the full remaining loan balance.
- Commencement of foreclosure proceedings against collateral.
- Reporting the default to commercial credit bureaus.
- Legal action to enforce personal or corporate guarantees.

If you are experiencing financial hardship, we encourage you to contact us immediately at [Phone Number] or [Email Address] to discuss potential restructuring or repayment options. Our goal is to work with you to avoid further escalation.

If payment has already been sent, please disregard this notice.

Sincerely,

[Name of Loan Officer/Authorized Representative]

[Title]

[Lender Name]