

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

Borrower: [Borrower Name]

Address: [Borrower Street Address]

City, State, Zip: [City, State, Zip]

Re: NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Loan Number: [Loan Number]

Property Address: [Address of Commercial Property]

Dear [Borrower Name or Authorized Representative],

This letter serves as formal notice that you are in default under the terms of the Promissory Note and Mortgage/Deed of Trust dated [Date of Loan Agreement] regarding the property referenced above.

As of the date of this letter, the default consists of your failure to pay the following amounts now past due:

- Monthly Installments (for [Month/Year]): \$[Amount]
- Late Charges: \$[Amount]
- Accrued Interest: \$[Amount]
- Other Fees (Legal/Inspection): \$[Amount]
- **TOTAL AMOUNT TO CURE: \$[Total Amount]**

Demand is hereby made upon you to pay the Total Amount to Cure on or before [Deadline Date, e.g., 10 days from receipt]. Payment must be made in certified funds or via wire transfer to the following account:

[Bank Name]

[Routing Number]

[Account Number]

Failure to cure this default by the date specified above will result in the Lender taking further action to protect its interests. Such actions may include, but are not limited to, the acceleration of the entire unpaid principal balance of the loan, the commencement of foreclosure proceedings against the property, and the pursuit of any other remedies available under the loan documents or applicable law.

Please contact [Contact Name] at [Phone Number] or [Email Address] if you have any questions or wish to discuss this matter.

Sincerely,

[Name of Signatory]

[Title]

[Lending Institution/Company Name]

cc: [Guarantor Name, if applicable]

[Legal Counsel]