

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Department]
[Lending Institution/Organization Name]
[Address]
[City, State, Zip Code]

RE: Notice of Default / Covenant Breach Regarding [Account/Loan Number]

Dear [Recipient Name],

I am writing to formally address the notice dated [Date of Notice] regarding the [Default/Covenant Breach] on the above-referenced account. Specifically, this relates to the breach of [Section/Reference Number of Agreement], concerning [Briefly name the requirement, e.g., Debt-to-Equity Ratio, Payment Deadline, Reporting Requirement].

The breach occurred due to the following circumstances: [Provide a clear, factual explanation of why the default happened, such as temporary cash flow issues, administrative errors, or specific market conditions].

We have already taken the following steps to rectify the situation: [List specific actions taken, such as payments made, updated financial statements submitted, or operational changes].

To prevent a recurrence of this issue, we are implementing the following measures: [Describe future prevention steps].

In light of our history of cooperation and the steps taken to remedy this matter, we respectfully request a formal waiver of this breach for the period ending [Date]. Alternatively, we request an amendment to the agreement terms to reflect our current operational status.

Thank you for your time and consideration. We remain committed to our obligations and are available to discuss this further at your convenience.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]