

[Print on

insert Address]

<<Borrower's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>

Re. Loan / of Loan>>

We refer to the above Loan Agreement between <<name of Lender>> and <<name of Borrower>>. Terms used but not otherwise defined in this letter shall have the same meaning as in the Loan Agreement.

**TAKE NOTICE** that <<name of Borrower>> is required to /perform his obligations to us in the following respects:-

<<Provide full details of default>>

**WE HEREBY DEMAND** under the terms of the Loan Agreement immediate payment forthwith of the outstanding indebtedness owed by <<name of Borrower>> if you fail to pay the said amount within <<number>> days of the date of this letter. We reserve the right to take such steps to commence proceedings against you without further notice.

This letter is without prejudice to any other rights we may have under the Loan Agreement or as a matter of general law.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>