

[Print on one side] [insert Address]

<<Lender's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

Re. Loan Agreement of <<name of Borrower>>

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

Under clause <<13.3 of the Loan Agreement>>, <<name of Lender>> is required to notify you of any Potential Event of Default or Event of Default and to be/being taken to remedy it promptly on becoming aware of its occurrence.

We are therefore sending you this letter to advise you of the above.

<<Provide full details of default or event of default>>

We request that you waive our <<breach of clause << >> of the Loan Agreement>>.

[We intend to remedy this default or event of default <<by the proposed remedy or action to be/being taken>>].

This letter is without prejudice to a claim for damages payable under the Loan Agreement or as a matter of general law.

We look forward to hearing from you.

Yours sincerely

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<sup>1</sup> This clause reference is to the relevant clause in the Loan Agreement. This may need to be changed if the Loan Agreement is not the same as this template.

<<Name & Title>>

For and on behalf of <<Borrower>

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