

Intercompany Loan Default Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Notification of Default on Intercompany Loan

Dear [Recipient's Name],

We are writing to formally notify you that [Borrowing Company Name] is in default on the intercompany loan agreement dated [Insert Loan Agreement Date]. According to the terms of the agreement, the loan in the amount of [Insert Loan Amount] was due on [Insert Due Date], and as of today, we have not received the payment.

This default may have implications for our ongoing business relationship, and we urge you to address this matter as soon as possible. We recommend that you review the terms of the loan agreement, and we are open to discussing potential solutions that could facilitate repayment.

Please provide us with your proposed plan for repayment by [Insert Response Deadline]. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]