

**NOTICE OF DEFAULT**

Name and Address of the bank

.....  
.....  
.....  
.....

Date.....

Ref. No.....

The Director,  
Development Finance Department  
C/o Central Bank of Nigeria,  
P. M. B. 0187  
Central Business District  
Abuja.

Dear Sir,

**Notice of Default**

We write to inform you that a default has occurred in the installmental / final\* repayment of the loan given to.....

..... and  
(Name of borrower)

guaranteed by you under your Guarantee Certificate No .....  
dated.....and that we may soon be putting up a claim.

The amount outstanding in the account is ₦ .....

Particulars of steps taken to recover the amount and the outcome of such steps:

.....  
.....  
.....

For and on behalf of

.....  
(Name of Bank)

Signature:.....

Name:.....

Designation:.....

\*Delete whichever is inappropriate