

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

To: [Borrower Name]
[Borrower Address]
[City, State, Zip Code]

Re: NOTICE OF MATURITY DEFAULT AND DEMAND FOR PAYMENT

Loan Number: [Loan Number]
Property Address: [Collateral Property Address]
Maturity Date: [Maturity Date]

Dear [Borrower Name/Representative],

This letter serves as formal notice regarding the above-referenced commercial real estate loan (the "Loan") evidenced by the Promissory Note dated [Date] (the "Note") and secured by the Deed of Trust/Mortgage (the "Security Instrument") on the property located at [Property Address].

Pursuant to the terms of the Note and Loan Documents, the Loan reached its final maturity on [Maturity Date] (the "Maturity Date"). As of the date of this letter, the Lender has not received the full payoff amount required to satisfy the Loan. Consequently, the Loan is now in **Default** for failure to pay the entire balance due upon maturity.

As of [Date], the total amount required to satisfy the Loan is **[\$Total Amount Due]**, which consists of the following:

- Principal Balance: **[\$Amount]**
- Accrued Interest: **[\$Amount]**
- Late Charges/Administrative Fees: **[\$Amount]**
- Default Interest (if applicable): **[\$Amount]**
- Other Costs/Fees: **[\$Amount]**

DEMAND IS HEREBY MADE for the immediate payment in full of the total amount stated above. Please be advised that interest continues to accrue daily at the [Default Rate/Contract Rate] until all sums are paid in full.

Payment must be made via wire transfer. Please contact [Name/Department] at [Phone Number] or [Email] to obtain current payoff figures and wiring instructions.

If the Loan is not paid in full by [Deadline Date/Time], the Lender intends to exercise any and all rights and remedies available under the Loan Documents and applicable law. These remedies may include, but are not limited to, the commencement of foreclosure proceedings against the Property, the appointment of a receiver, and/or the pursuit of any guarantors.

No delay or omission on the part of the Lender in exercising any right shall operate as a waiver of such right or any other right. This letter does not constitute a waiver of any existing defaults or a commitment to extend or refinance the Loan.

Sincerely,

[Name of Signatory]

[Title]

[Lender/Institution Name]

cc: [Guarantor Name(s)]

[Legal Counsel]