

**SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Date: [Insert Date]

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

**RE: FINAL DEMAND FOR PAYMENT - NOTICE OF DEFAULT**

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

Maturity Date: [Insert Date Balloon Payment Was Due]

Dear [Borrower Name],

This letter serves as formal notice that your commercial mortgage loan with [Lender Name] is in default for failure to pay the full balance due upon the Maturity Date listed above.

As of [Insert Date], the total amount required to satisfy the mortgage in full is **\$(Insert Total Balance)**. This amount includes the principal balance, accrued interest, late fees, and legal costs to date.

Despite previous notifications, the balloon payment remains unpaid. Demand is hereby made for the immediate payment of the total balance. Failure to remit the full amount by [Insert Deadline Date, e.g., 10 days from date of letter] will result in the following actions:

- Commencement of formal foreclosure proceedings against the property.
- Exercise of the Assignment of Leases and Rents to collect income directly from tenants.
- Potential pursuit of a deficiency judgment (if applicable under state law).
- Reporting of this default to commercial credit reporting agencies.

Payment must be made via wire transfer or certified funds. Please contact [Name/Department] at [Phone Number] for specific wiring instructions or to discuss any immediate payoff arrangements.

This is an attempt to collect a debt, and any information obtained will be used for that purpose.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Title]  
[Lender Name/Company]

CC: [Guarantor Name, if applicable]