

## URGENT NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

Date: [Insert Date]

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

Re: Loan Account Number: [Insert Account Number]  
Property Address: [Insert Property Address, if applicable]

Dear [Borrower Name],

This letter serves as formal notice that you are in default of your loan agreement dated [Insert Date of Note] for failure to pay the final balloon payment that was due on [Insert Maturity Date].

As of the date of this letter, the total amount required to satisfy this debt is as follows:

- Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Demand is hereby made for the immediate payment of the Total Amount Due. Please remit these funds in the form of a certified check or wire transfer to the following address no later than [Insert Deadline Date, e.g., 10 days from receipt]:

[Lender Name/Payment Address]  
[City, State, Zip Code]

Failure to cure this default by the date specified above may result in further legal action to protect our interests, which may include the acceleration of the full debt, foreclosure proceedings against the collateral property, or a lawsuit to recover the balance. Such actions may also result in the reporting of this default to credit bureaus.

If you have already sent payment or believe this notice was sent in error, please contact our office immediately at [Insert Phone Number].

Sincerely,

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