

Date: [Insert Date]

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

FROM: [Lender Name]
[Lender Address]
[City, State, Zip Code]

RE: NOTICE OF DEFAULT AND DEMAND FOR FULL BALLOON PAYMENT

Dear [Borrower Name],

This letter serves as formal notice that you are in default of the Loan Agreement dated [Date of Agreement], regarding the loan in the original principal amount of \$[Original Loan Amount].

Pursuant to the terms of the Agreement, the final balloon payment was due in full on [Maturity Date]. As of the date of this letter, our records indicate that the required payment has not been received. Your failure to pay the balance by the specified maturity date constitutes a default under the terms of the Note.

Demand is hereby made for the immediate payment of the total outstanding balance, which is calculated as follows:

- Unpaid Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Fees/Penalties: \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

Please remit the Total Amount Due to the address listed above no later than [Deadline Date]. Payment must be made by certified funds, wire transfer, or cashier's check.

Failure to cure this default by the date specified will result in the Lender pursuing all available legal remedies to recover the debt, which may include the commencement of foreclosure proceedings, litigation, and reporting this default to credit bureaus.

If you have already sent this payment, please disregard this notice. Otherwise, please contact [Name/Department] at [Phone Number] immediately to discuss the status of your account.

Sincerely,

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