

**DATE:** [Insert Date]

**FROM:**

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

**TO:**

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

**RE: NOTICE OF INTENT TO FORECLOSE DUE TO BALLOON PAYMENT  
DEFAULT**

**Loan Number:** [Insert Loan Number]  
**Property Address:** [Insert Property Address]

Dear [Borrower Name],

This letter serves as formal notice that you are in default of your Promissory Note and Deed of Trust/Mortgage regarding the property listed above. This default is the result of your failure to pay the full Balloon Payment which became due on [Insert Maturity Date].

As of the date of this letter, the total amount required to cure this default is:

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

You are hereby notified that you have until [Insert Deadline Date, e.g., 30 days from notice] to pay the Total Amount Due in full via certified funds. Failure to cure this default by the specified date will result in the acceleration of the loan and the commencement of legal foreclosure proceedings to sell the property at public auction.

If you have already sent payment, please disregard this notice. If you are unable to pay the full amount, please contact our loss mitigation department immediately at [Insert Phone Number] to discuss potential alternatives, though the lender is under no obligation to extend the maturity date.

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Title/Company Name]