

Date: [Insert Date]

**VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

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

RE: SECOND NOTICE OF DEFAULT AND DEMAND FOR PAYMENT

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

Dear [Borrower Name],

This letter serves as the **SECOND NOTICE** that you are in formal default under the terms of the Promissory Note and Deed of Trust associated with the above-referenced loan. As previously communicated in our notice dated [Insert Date of First Notice], the full balloon payment became due and payable on [Insert Maturity Date].

To date, we have not received the required payment. As of the date of this letter, the total amount required to satisfy the loan is as follows:

- Unpaid Principal Balance: \$[Amount]
- Accrued Interest: \$[Amount]
- Late Charges/Administrative Fees: \$[Amount]
- Default Interest (if applicable): \$[Amount]
- **TOTAL PAYOFF AMOUNT: \$[Total Amount]**

Please be advised that interest continues to accrue daily at the [Standard/Default] rate. Failure to remit the full payoff amount within [Number] days of the date of this letter will result in the Lender exercising its legal rights and remedies. These actions may include, but are not limited to:

1. Commencing foreclosure proceedings against the commercial property.
2. Seeking the appointment of a receiver to manage the property and collect rents.
3. Initiating legal action against any guarantors associated with this loan.

If you intend to satisfy this debt through refinancing or a sale of the property, you must provide written evidence of a commitment or a signed purchase agreement immediately.

Please remit payment via wire transfer using the following instructions:

Bank Name: [Insert Bank Name]
Routing Number: [Insert Number]

Account Number: [Insert Number]

Reference: [Insert Loan Number]

Direct all inquiries regarding this matter to [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Name of Authorized Representative]

[Title]

[Lender/Service Name]