

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

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

RE: NOTICE OF GRACE PERIOD EXPIRATION

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

Dear [Borrower Name],

This letter serves as formal notification that the payment for the above-referenced mortgage account due on [Payment Due Date] has not been received. As of today, the contractual grace period for this payment has expired.

Because the payment was not received within the grace period, a late fee of \$[Amount] has been assessed to your account in accordance with your loan agreement. The total amount now required to bring your account current is as follows:

- Past Due Principal and Interest: \$[Amount]
- Late Fee Charges: \$[Amount]
- Other Applicable Fees: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please remit the total amount due immediately to avoid further collection actions or potential reporting to credit bureaus. You may make your payment via [Payment Method/Online Portal] or by mailing a check to the address listed above.

If you have already sent your payment, please disregard this notice. If you are experiencing financial difficulties, please contact our Loss Mitigation Department at [Phone Number] to discuss available options.

Sincerely,

[Name of Sender/Department]  
[Lender Name]  
[Phone Number]