

## **URGENT: NOTICE OF GRACE PERIOD EXPIRATION**

Date: [Insert Date]

To: [Homeowner Name(s)]

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

Dear [Homeowner Name],

This letter serves as an urgent reminder that the grace period for your mortgage payment due on [Due Date] will expire on [Expiration Date].

As of today, we have not received your payment of \$[Amount Due]. If your payment is not received or postmarked by [Expiration Date], the following actions will occur:

- A late fee of \$[Fee Amount] will be assessed to your account.
- Your account may be reported as delinquent to credit reporting agencies.
- Additional interest may accrue according to the terms of your loan agreement.

Please submit your payment immediately through one of the following methods:

- Online Portal: [Insert Website Link]
- Phone Payment: [Insert Phone Number]
- Overnight Mail: [Insert Mailing Address]

If you are experiencing financial hardship and are unable to make this payment, please contact our Loss Mitigation Department immediately at [Phone Number] to discuss available options, such as repayment plans or loan modification.

If you have already sent your payment, please disregard this notice.

Sincerely,

[Sender Name/Department]

[Lending Institution Name]

[Contact Information]