SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

RE: FORMAL DEMAND FOR PAYMENT - MATURED COMMERCIAL LOAN
Loan Number: [Insert Loan Number]
Original Loan Date: [Insert Date]
Maturity Date: [Insert Maturity Date]

To: [Borrower Name/Principal Name]
[Borrower Company Name]
[Street Address]
[City, State, Zip Code]

Dear [Name of Contact/Principal],

This letter serves as formal notice that the above-referenced commercial loan reached its final maturity date on [Insert Maturity Date]. According to the terms of the Promissory Note and associated Loan Documents, the entire remaining unpaid principal balance, plus accrued interest and fees (the "Balloon Payment"), is now due and payable in full.

As of [Insert Date], the total amount required to satisfy this obligation is broken down as follows:

- Unpaid Principal Balance: $[Amount]
- Accrued Interest: $[Amount]
- Late Fees/Penalties: $[Amount]
- Legal/Administrative Costs: $[Amount]
- **TOTAL PAYOFF AMOUNT: $[Total Amount]**

Daily interest continues to accrue at the rate of [Insert Percentage]% (or the Default Rate, as applicable) until the balance is paid in full.

Demand is hereby made for the immediate payment of the Total Payoff Amount. Payment must be received by [Insert Deadline Date, e.g., 10 days from date of letter] via wire transfer or cashier's check.

Failure to satisfy this debt by the aforementioned date will result in [Lender Name] pursuing all available legal remedies to protect its interests. This may include, but is not limited to, the initiation of foreclosure proceedings against collateral, the filing of a lawsuit to recover the debt, and reporting the default to commercial credit agencies.

Please contact [Name of Representative] at [Phone Number] or [Email Address] immediately to confirm your payment arrangements or to discuss this matter further.

Sincerely,

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

CC: [Guarantor Name(s), if applicable]