[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

**RE: NOTICE OF MATURITY AND DEMAND FOR PAYMENT**

Dear [Borrower Name],

This letter serves as formal notification that your loan with [Lender Name], dated [Date of Original Loan Agreement], reached its maturity date on [Maturity Date].

As specified in the promissory note, the final "balloon" payment is now due in full. According to our records, the total outstanding balance required to satisfy this debt is as follows:

- Principal Balance: $[Amount]
- Accrued Interest: $[Amount]
- Late Fees/Other Charges: $[Amount]
- **Total Amount Due: $[Total Amount]**

Please remit the total amount due of $[Total Amount] by [Deadline Date, e.g., 10 days from date of letter] to the address listed above. Payments should be made via [Accepted Payment Method, e.g., Certified Check or Wire Transfer].

Failure to settle this balance or contact our office to discuss a repayment arrangement by the aforementioned date may result in further action, including the accrual of additional interest, reporting to credit bureaus, or legal proceedings to recover the debt.

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

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]