

[Law Firm Name]
[Firm Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

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

RE: FORMAL DEMAND FOR PAYMENT - UNPAID MATURED BALLOON LOAN

Loan Account Number: [Account Number]

Original Lender: [Lender Name]

Maturity Date: [Date]

Dear [Borrower Name],

This law firm represents [Lender Name] ("Client") regarding the above-referenced loan agreement dated [Date of Agreement].

Pursuant to the terms of the Promissory Note and related security instruments, the final balloon payment for this loan became due and payable in full on [Maturity Date]. As of the date of this letter, our records indicate that you have failed to remit the required balance.

As of [Today's Date], the total amount due and owing is **[\$[Total Amount]]**. This balance consists of:

- Principal Balance: **[\$[Amount]]**
- Accrued Interest: **[\$[Amount]]**
- Late Fees/Penalties: **[\$[Amount]]**
- Attorney Fees/Costs: **[\$[Amount]]**

DEMAND IS HEREBY MADE that you remit the full amount of **[\$[Total Amount]]** to this office within [Number, e.g., 10] days of the date of this letter. Payment must be made by certified check, wire transfer, or cashier's check made payable to "[Firm Name] Trust Account."

Failure to satisfy this debt or contact the undersigned to arrange for payment within the specified timeframe will leave our Client with no alternative but to pursue all available legal remedies to recover the debt. This may include, but is not limited to, the commencement of a formal lawsuit, foreclosure proceedings against collateral, and the seeking of additional court costs and statutory interest.

Please govern yourself accordingly.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]