

Subject: Urgent: Expiration of Mortgage Payment Grace Period

Date: [Date]

To: [Borrower Name(s)]

Property Address: [Property Address]

Loan Number: [Loan Number]

Dear [Borrower Name],

This letter serves as a formal notification that the grace period for your mortgage payment due on [Due Date] will expire on [Expiration Date].

To avoid late fees and potential impacts on your credit score, please ensure that your payment of \$[Amount Due] is received by our office no later than 5:00 PM on the expiration date mentioned above.

Payment Details:

- Monthly Installment: \$[Amount]
- Late Fee (if applicable after deadline): \$[Fee Amount]
- Total Amount Due: \$[Total Amount]

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

Sincerely,

[Your Name/Company Name]

[Department]

[Phone Number]

[Email Address]